



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Manager, Internal Audit and Advisory Services	Salary Range:	21
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the District Manager, Internal Audit and Advisory Services develops, implements, and manages the District's internal audit and advisory services programs. The Manager ensures financial integrity, regulatory compliance, and effective internal controls across all functional areas, including accounting, contracting, grants, and operational systems. The District Manager, Internal Audit and Advisory Services serves as the District's key liaison for internal and external audits, performs risk assessments, and provides recommendations to strengthen accountability, transparency, and efficiency in District operations.

DISTINGUISHING CHARACTERISTICS

The District Manager, Internal Audit and Advisory Services is distinguished by its broad responsibility for planning, executing, and reporting on internal audits, compliance reviews, and risk mitigation activities across the District. The Manager combines advanced knowledge of accounting, auditing, and regulatory compliance with strategic oversight of contract management and non-payroll tax matters. The Manager exercises a high level of independence and judgment in interpreting complex laws, regulations, and policies, and works collaboratively with senior management, legal counsel, and external auditors to ensure compliance with federal, state, and local requirements.

The District Manager, Internal Audit and Advisory Services provides objective and independent analysis and recommendations to management and the Board of Trustees, focusing on internal controls, fiscal accountability, and risk prevention.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Internal Audit and Risk Management

1. Develops, implements, and manages a comprehensive internal audit plan to assess compliance with laws, regulations, and District policies.
2. Evaluates financial, operational, and information systems controls to ensure reliability, accuracy, and efficiency.
3. Conducts internal audits of accounting records, internal processes, and department operations to identify control weaknesses, inefficiencies, or risks.
4. Prepares detailed reports summarizing findings, conclusions, and recommendations for corrective actions.
5. Monitors implementation of audit recommendations and corrective measures to ensure resolution of identified deficiencies.



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Compliance Oversight and Reporting

6. Serves as a District compliance leader, ensuring adherence to applicable federal, state, and local laws, including fiscal, operational, and data management standards.
7. Prepares and presents audit reports and compliance summaries to senior leadership and the Board of Trustees.
8. Coordinates with external auditors and regulatory agencies, ensuring timely responses and effective resolution of findings.
9. Conducts follow-up reviews to verify that departments have implemented audit and compliance recommendations.
10. Advises management on policies, procedures, and risk mitigation strategies to enhance compliance and accountability.

Contract and Fiscal Review

11. Advises management on policies, procedures, and risk mitigation strategies to enhance compliance and accountability.
12. Conducts legal and regulatory analysis of proposed contracts, agreements, and renewals to ensure compliance with laws and policies.
13. Advises District stakeholders on independent contractor determinations and associated documentation related to tax forms/types, business licenses, and other tax and/or regulatory concerns.
14. Guide departments on contractual terms, potential risks, and appropriate modifications.
15. Collaborates with stakeholders and legal counsel to resolve issues related to contract breaches, disputes, or performance concerns.
16. Develops and maintains contract review protocols and documentation standards to safeguard District operations.
17. Ensures contract terms comply with applicable laws and District policy, and provides recommendations to protect the District's legal, financial, and operational interests.

Tax and Regulatory Administration

18. As the District's primary point of contact, coordinates audits conducted by external agencies, including but not limited to the Internal Revenue Service (IRS) and Franchise Tax Board (FTB); assesses internal controls to mitigate risks of fraud, waste, and abuse.
19. Coordinates tax compliance activities, and responds to inquiries from tax authorities.
20. Provides expert advice to management on tax-related regulatory issues and risk management strategies.

Financial Oversight

21. On a sampling bases, reviews and verifies the accuracy of accounts payable invoices, ensuring of check runs s and supporting documentation.
22. Confirm that expenditures align with approved budgets, cost allocations, and applicable regulations.
23. Works with accounting and program staff to resolve discrepancies and ensure timely submission of financial documentation.



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Policy Development and Advisory Services

- 24. Develops, recommends, and implements updates to accounting procedures and internal controls to ensure consistency, efficiency, and compliance.
- 25. Performs Advisory Services related to fiscal operations when needed.
- 26. Monitors evolving legislation, regulations, and professional standards that impact District operations.
- 27. Provides expert consultation to management regarding the implementation of new or revised policies and procedures.
- 28. Researches and presents findings on regulatory developments, audit trends, and best practices in compliance and governance.

Communication and Representation

- 29. Attends and participates in meetings, serves on committees, and represents the District in professional and interagency settings.
- 30. Prepares and delivers presentations to senior management and the Board of Trustees regarding audit results, compliance updates, and emerging risks.

Supervision and Collaboration

- 31. Trains, supervises, and evaluates assigned staff; provides technical guidance and professional development opportunities.
- 32. Coordinates with District and campus departments to promote understanding and adherence to audit and compliance standards.
- 33. Serves as a resource for employees and management on matters related to risk, audit readiness, and operational accountability.

Technology and Process Improvement

- 34. Evaluates and determines the accuracy, reliability, and effectiveness of accounting, financial, electronic data processing (EDP) systems and related operational controls.
- 35. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

- 36. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

- 37. Performs other duties that support the overall objective of the position.



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WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Accounting, Finance, Business, or related discipline; **AND**
- Four (4) years of progressively responsible experience as an auditor with an internal auditing department or with a commercial auditing firm in financial or operational auditing with direct experience in planning, organizing, and independently performing audit tasks for financial audits, compliance audits, performance, or operational audits and internal control reviews.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Master's Degree in Accounting, Finance, or Business Administration, or related discipline.
- Industry certifications:
 - Certified Public Accountant (CPA).
 - Certified Internal Auditor.
- Audit experience in an educational institution with an automated accounting system.
- Two (2) years of progressive experience in reviewing contracts, affiliation agreements, and memorandum of understanding (MOU) that apply to community colleges focusing on language that may result in potential liability.
- Experience in reviewing contracts that obligates or benefits an institution.
- Experience in planning and performing financial and compliance audits of California Community Colleges.
- Experience in shared governance in an educational setting.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.



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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of state and federal laws, regulations, and audit and compliance requirements as they relate to community colleges, including Internal Revenue Service, State Chancellor's Office, Government Accounting Standards Board (GASB), and other regulatory agencies.
- Knowledge of principles and practices of audit, government auditing standards, accounting, and internal controls.
- Knowledge of accounting and auditing software.
- Knowledge of elements of contractual language.
- Knowledge of shared governance model.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.



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- Ability to plan and organize all auditing functions in a manner that produces effective and efficient results.
- Ability to review and develop contract language.
- Ability to analyze problems, define issues, evaluate alternatives, and develop sound conclusions and recommendations in accordance with laws, regulations, rules, and policies.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.



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Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.