

POSITION DESCRIPTION

SOUTHERN ILLINOIS UNIVERSITY SYSTEM EXECUTIVE DIRECTOR OF AUDIT



Southern Illinois University System

ONE SYSTEM | MANY LOCATIONS | STATEWIDE IMPACT



THE OPPORTUNITY

The President of the Southern Illinois University System (SIU) is conducting a search for the position of Executive Director of Audit.

Internal Audit provides audit services to the University-Wide community. The purpose of the SIU Internal Audit function is to strengthen SIU's ability to create, protect, and sustain value by providing the Board of Trustees Audit Committee and management with independent, risk-based, and objective assurance, advice, insight, and foresight. The Executive Director of Audit shall report administratively to the President, but shall report functionally to the Audit Committee, having access to the Board of Trustees Audit Committee as he/she deems appropriate.

ABOUT SIU



Southern Illinois University consists of two main campuses - Southern Illinois University Carbondale, with a School of Medicine in Springfield; and Southern Illinois University Edwardsville, with a School of Dental Medicine in Alton and an Education Center in East St. Louis. With a total budget of nearly \$1 billion, the University serves nearly 23,000 students and a variety of associate's, bachelor's, master's, and doctoral and professional degree programs.

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching and services focused on student success. The University is committed to a mission of successfully educating and graduating a diverse student population including underrepresented, international, first-generation students, and differently abled students.



THE ROLE

Duties:

- Responsible for administration and leadership of the internal audit function for the University, as outlined in Board Policy and University Guidelines, including compliance with applicable guidance and standards adopted by the Illinois State Internal Audit Advisory Board and the Institute of Internal Auditors.

- Provide leadership to the internal auditors that the office assigns to each campus, ensuring effective use of institutional resources in identifying and resolving audit issues in a timely way. Hire, mentor, lead and develop individual audit team members effectively.
- Responsible for the development and implementation of an internal audit plan for the University that meets the requirements of the Illinois Internal Auditing Act.
- Serve as President's principal advisor on matters of internal audit and serve as the primary contact and liaison for all external audits.
- Collaborate with risk management and other experts on each of the campuses to ensure adequate internal controls are coordinated in all areas.
- Work closely with all members of the leadership team for the University, ensuring that audit reviews are done in partnership with the operational leadership of key units as appropriate.
- Review all audit reports and responses and advise the President of the need for further attention. Maintain a file of all audit reports and responses.
- Determine that all pending audits and responses are current. Advise the President of any material delays.
- Prepare an annual report to the President indicating any probable areas of weakness in internal control.
- Support the work of the Audit Committee by preparation of materials for meetings and providing annual reports to the Committee.
- Assume responsibility for coordinating responses to external audit reports and follow-up on all external audit recommendations.
- Suggest areas of audit concentration.
- Serve on University committees as appropriate.
- Recommend the initiation of special audits.

Minimum Qualifications. Candidates for the position must possess the following minimum qualifications:

- Bachelor's degree, preferably in Accounting, Finance, or related field.
- Experience:
 - A certified internal auditor by examination or a certified public accountant who has at least 4 years of progressively responsible professional auditing experience; or
 - An auditor with at least 5 years of progressively responsible professional auditing experience.
 - Prior experience working in a higher education setting; commitment to the values of higher education a must.

Preferred Qualifications. The successful candidate must also have outstanding skills and abilities in the following areas:

- Ability to work cooperatively and collegially with a team, including support personnel, having a significant workload but limited resources;
- Ability to communicate effectively in writing and orally with members of the Board of Trustees, University administration and communities, and outside entities;
- Demonstrated ability to manage and supervise;

- Strong analytical, problem solving and research skills;
- Possess unquestioned integrity and a proven record of outstanding professional ethics.

Responsibilities of the position will require the successful candidate to balance working time between all locations as appropriate. Salary will be competitive and commensurate with experience.



APPLICATIONS AND NOMINATIONS

Applications for the Southern Illinois University System – Executive Director of Audit will be received and considered until the position is filled. **For full consideration, submit applications by March 28, 2025.**

Interested applicants should submit:

- Letter of interest that addresses the opportunities and experiences relative to the qualifications and desired attributes in the position description;
- Resume or curriculum vitae; and
- Five professional references with emails, telephone numbers, and a description of the candidate's professional relationship with each reference listed.
References will not be contacted without prior written authorization from the applicant.

All application materials should be submitted in PDF format through the AGB Search portal system at: [SIU - Executive Director of Audit](#).

Questions regarding the application process should be directed to SIU-ExDirectorAudit@agbsearch.com.

Nominations and inquiries should be directed to:

Monica Burton, Principal

monica.burton@agbsearch.com | (917) 825-2961

Margaret “Peggy” Plympton, Principal

margaret.plympton@agbsearch.com | (484) 554-4543

Additional information about Southern Illinois University may be found at <https://siusystem.edu>.

This is a security-sensitive position; the University will conduct a pre-employment background investigation, which includes a criminal background check, prior to any employment offer.

EEO STATEMENT

SIU is an affirmative action/equal opportunity employer that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.

