



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION System-wide

To apply, submit an employment application ([click here for application](#)),  
resume, and letter of interest to: **Controller**  
5301 S Highway 16, Suite 200, Rapid City, SD 57701

- I. POSITION TITLE:** Internal Audit Manager
- II. EMPLOYEE CLASSIFICATION:** Administrative
- III. JOB CLASSIFICATION:** Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Corporate Board and Audit Committee
- V. POSITIONS REPORTING TO THIS POSITION:** None
- VI. DUTY HOURS:** The basic work week shall be 40 hours, Monday through Friday, 8:00AM-5:00PM, plus any additional hours as assigned and approved by supervisor.
- VII. MINIMUM REQUIREMENTS:**
  - EDUCATION:** Bachelor's degree in finance or accounting required, CPA or CIA and master's degree preferred.
  - EXPERIENCE:** Five years experience in public accounting and experience with Sarbanes Oxley and testing of internal control over financial reporting required. Advanced Excel and PowerPoint skills required.
  - PHYSICAL:** Reaching, bending, dialing, keyboarding, writing, talking, hearing, ability to sit for long periods of time and occasionally exert force to lift and/or move objects up to 20 lbs.
  - SKILLS EXPECTATIONS:** Possess keyboard, ten-key, math and reasoning skills; requires concentration and attention to detail and ability to maintain confidentiality. Proficiency in use of Microsoft Word and Excel required. A thorough understanding of accounting as the underlying foundation for financial statements and analysis of those statements. Strong analytical skills. The ability to communicate well, both in person and in writing.
- VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** Responsible for providing objective assessment of the design and operating effectiveness of internal controls over financial reporting and to design and perform operational audits and reviews in support of the mission of the university as defined by the university president and the board of governors.
- IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

- \* A. Oversee and test public company 404 compliance.
- \* B. Perform annual risk assessment.
- \* C. Design and implement operating effectiveness tests of internal controls over financial reporting.
- \* D. Provide periodic reporting to the Audit Committee and company management on the operating effectiveness of internal controls.
- \* E. Coordinate with external auditors to assist in their assessment of company internal controls.
- \* F. Provide company management with recommendations for improving the company's internal control over financial reporting.
- G. Manage Sarbanes-Oxley Section 404 (SOX) compliance with both the internal documentation and evaluation of internal controls and the ongoing monitoring and testing.
- H. Manage the quarterly SOX 302/906 sub-certification process, including coordination of executive interview process and coordinate financial reporting responsibilities established by the Sarbanes-Oxley Act.
- I. Assist in developing a training program and roll out of "best practices" and develop a plan to periodically test the compliance with the "best practices."
- J. Other duties/responsibilities as assigned by the supervisor.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Regional Presidents, Campus Executive Officers, System Director of Human Resources, System Director of Financial Aid, System Director of Student Accounts, Controller and all other faculty, staff and students of the university.

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

\* Denotes essential elements of the position.