**POSITION: DIRECTOR OF INTERNAL AUDIT**

**DESCRIPTION**

The Director of Internal Audit will be a high-energy individual that provides financial and operational audit support to the Virgin Islands Department of Education. The individual will be responsible for the oversight of the planning and execution of internal audits within the Department. This position reports to the Commissioner of the Department of Education.

**DUTIES AND RESPONSIBILITIES: (NOT ALL INCLUSIVE)**

* Identify, develop and lead the internal audit team
* Develop and/or update an annual internal audit plan using a risk-based approach, including the development of audit objectives that effectively address key controls and risks
* Develop and maintain working relationships with all key stakeholders to provide guidance and/or consultation, as appropriate, to effectively influence operational and administrative decisions and optimize overall internal controls.
* Assess business systems/processes to identify key control points and risks
* Review operational and administrative processes and controls and provide assessments for improvement that will advance the Department’s goals and objectives
* Evaluate the operating effectiveness of internal controls
* Prepare reports and formulate recommendations designed to improve controls and/or methods of operation
* Provide training, coaching, and guidance to internal audit staff in conducting audits and other audit-related items
* Participate in special projects as assigned
* Perform operational, financial, and compliance audits through the examination of fiscal and operational records, processes, procedures, and controls relating to accounting and fiduciary activities at any time deemed appropriate, in order to determine the accuracy of financial transactions;
* Research, evaluate, and make written recommendations for improvement regarding compliance with policies and procedures, and current and new local and federal legislation and regulations, conducting subsequent evaluations to determine adequacy of corrective actions;
* Performs other related work as required;

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of generally accepted accounting principles and generally accepted auditing standards, techniques, and procedures, laws, regulations, and guidelines;
* Knowledge of VIDE policies, regulations, and standard operating procedures;
* Adept at managing multiple priorities and projects
* Sound organizational and planning skills with a solid attention to detail;
* Demonstrated ability to organize, coordinate, and execute on details;
* Demonstrated ability to effectively manage and participate in multiple, concurrent projects;
* High level of critical thinking and reasoning, analytical and quantitative skills;
* Proficiency in Microsoft Office Word, Excel, Outlook and any other related software programs;
* Excellent skills in communicating clearly and effectively in English, including writing clear and concise documents.
* Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
* Ability to dig deep into detail while retaining a broad view of the department’s goal and objectives
* Ability to respond to emergency situations at any time and to work unusual hours as required.
* Ability to work independently or with little supervision
* Ability to plan and supervise the work of subordinates.
* Ability to exercise sound, independent judgment in carrying out functions of the position.

**EDUCATION AND EXPERIENCE**

* Bachelor degree from an accredited college or university with the major area of study in accounting, finance, or a closely related field and at least eight years (8) years of progressive related experience in internal audit and/ or managing an internal audit functions.
* Equivalent combination of related education, training, and experience, with special consideration given for Certified Public Accountants and/or Certified Internal Auditors.

**“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

Complainant may write to: Director Director

Division of Human Resources Division of Human Resources

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