The University of Wisconsin System is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System’s combined enrollment headcount exceeds 170,000, and the System confers more than 36,000 degrees each year. The UW System is comprised of 13 four-year universities with 13 two-year branch campuses affiliated with seven of the four-year institutions. Two of the universities (UW-Madison and UW-Milwaukee) are doctoral degree-granting institutions and 11 are master’s degree-granting comprehensive institutions. The UW System is governed by a single Board of Regents (Board) comprised of 18 members. The UW System head is the President of the System. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world.

The mission of the University of Wisconsin System Administration, Office of Internal Audit is to provide independent, objective assurance and consulting services designed to add value to, protect, and strengthen the management of the University of Wisconsin System and its universities. Central to this mission is performing and conducting engagements in a manner in which assurance can be ascertained as to whether University of Wisconsin System programs, policies, and practices are conducted in accordance with state law and Board of Regents policy.

**Major Responsibilities:** Under the general direction of the Chief Audit Executive and/or Director of the UW System Administration Office of Internal Audit, this position is responsible for assisting management in the effective discharge of their responsibilities by conducting independent audits related to University of Wisconsin System. This position is expected to conform to the Office of Internal Audit Charter, the Institute of Internal Auditors’ Code of Ethics, and other auditing standards implemented by the Office of Internal Audit. This position requires periodic travel.

Duties will include developing audit programs for the execution of complex audits; conducting and leading complex audits; documenting and communicating the results of fieldwork; and performing follow-up reviews to determine the implementation status of recommendations including corrective action taken to improve deficient conditions.

**Minimum Qualifications:**

To be considered for this position, applicants **must have**:

- Bachelor’s degree in business, accounting, finance, or related field.
- Experience conducting or assisting with conducting audits.

**Preferred Qualifications:**

Well qualified applicants will also have a substantial amount of experience in a combination of the following:

- Expert knowledge or certification such as Certified Public Accountant (CPA), or Certified Internal Auditor (CIA).
- Knowledge of accounting principles and practices, with special emphasis on the integrated Framework of Internal Control published by COSO.
– Current knowledge of and application skills with external assessment standards; Audits of Internal Control over Financial Reporting and SAS (Statement of Auditing Standards).
– Knowledge of Generally Accepted Accounting Principles (GAAP).
– Knowledge of risk assessment and control frameworks.
– Technical skills in data extraction from multiple and un-integrated datasets, analysis, statistical inference, sample and in synthesizing information to draw conclusions.
– Self-motivated with the ability to work independently and in a team environment.
– Excellent communication (oral and written), planning, organizational, prioritization, problem-solving, critical thinking, analytical, and customer service skills.
– Experience in a higher education environment.

**Conditions of Employment:** This position is a full-time, salaried (exempt) academic staff position. The Auditor title is assigned to Salary Range UWS 5 (currently $48,333 - $75,428). The Senior Auditor title is assigned to Salary Range UWS 6 (currently $55,406-$86,466). Well qualified candidates can expect a starting salary within these ranges, commensurate with the successful candidate’s education, related experience and qualifications. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access ALEX, the UW System’s on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: Summary - Faculty, Academic Staff & Limited Appointees. Furthermore, the UW System Total Compensation Estimator is a tool designed to provide you with total compensation information.

**Special Note:** The UW System conducts criminal background checks for final candidate(s). It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

**Application Instructions:** To ensure full consideration, complete applications must be received by Thursday, January 31, 2019; however, applications may be accepted until the position is filled.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: [https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/](https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/)
2. Select the appropriate applicant portal, either External Applicants or Internal Applicants.
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions, however, when you get to the Resume/Curriculum Vitae step, do the following.
   a. Click on, “Attach Resume” and upload one (1) single pdf document containing ALL of the following listed components (failing to include any of the components may disqualify your application).
      i. Cover letter specifically addressing how your education and experience relate to the position and qualifications described in this job announcement. Be sure to emphasize the areas outlined under “Minimum Qualifications.” (2 pages maximum)
      ii. Comprehensive resume.
      iii. Reference page containing the names, addresses, e-mail addresses, and phone numbers for at least three professional references with at least one a supervisory reference.
      iv. A statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).
4. You will NOT upload any other documents under the other buttons. All documents must be uploaded as one (1) comprehensive pdf document.
6. Submit your application.

Questions may be addressed to: Lori Fuller, Senior Human Resources Manager; UW System Human Resources; at lfuller@uwsa.edu or at (608) 263-0847.
The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and persons with disabilities.