

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date:** | ***MPP Positions Only***  **MPP Job Code:**  **Job Family:**  **Job Function:**  **Job Category:** |

**Mandated Reporter Per CANRA**   **YES**   **NO**

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

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| **Please check one:** | New Position | Existing Position Update |

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| --- | --- |
| **Date:** | September 16, 2024 |
| **Department & Division:** | Audit, Business & Financial Affairs |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrator I |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Audit Manager |
| **Position Number & Job Code:** | 10000777 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Associate Vice President for Financial Operations, 10001776, Administrator IV |

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

San Diego State University is a dynamic and exciting organization and is one of 23 campuses in the California State University (CSU) System.  The Division of Business and Financial Affairs (BFA) is at the heart of some of the larger projects on campus in recent years, including the construction of Snapdragon Stadium, as well as the implementation of my.SDSU.  As part of BFA, the Department of Financial Operations is responsible for the financial and budgetary controls and procedures of the University and is directly responsible to the Vice President for Business and Financial Affairs. The Associate Vice President for Financial Operations has responsibility for Audit, Budget and Finance, Finance & Operations, Procure-to-Pay, Shared Services & Continuous Improvement, and the University Controller's Office, which includes the University Bursar’s Office, Tax, Accounting Services, Financial Reporting, and Financial Systems Management and Analysis.

The Audit department is responsible for the management of all (non-GAAP) compliance and programmatic audit activities. The Audit Manager reports to the Associate Vice President for Financial Operations and serves as the campus liaison for audit engagements with State of California, California State University, Department of Education, and other governing bodies and/or funding agencies and ensures that audits are conducted in accordance with university established standards and procedures.

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

Under general supervision of the Associate Vice President of Financial Operations and on behalf of the Vice President of Business and Financial Affairs, the incumbent has sole responsibility for the management of all (non-GAAP) compliance and programmatic audit activities. The incumbent develops policies and procedures as necessary to ensure that audit engagements are managed effectively and efficiently and properly represent the practices and commitments of the university. The incumbent, as necessary, drafts and/or shepherds the creation of new operational policies and may lead business improvement activities resulting from audit observations. The incumbent also supervises/performs custodial and oversight functions, performs business process analysis, and executes special projects when assigned. The incumbent provides periodic updates and reports to university management and maintains relationships with various stakeholders including auxiliaries. The incumbent is also the primary contact for fiscal improprieties and reporting as required under CSU Executive Order 1104.

Specifically, the department is responsible for 1) coordination of all CSU and internal audits; 2) compliance and programmatic audits by external federal, state, local and funding agencies; 3) custodianship of funds and assets of Associated Students as required by Education Code; 4) identifying and implementing business process improvement initiatives resulting from audit observations or upon direction of the AVP; and 5) upon request of the VP or others, the review, audit, and analysis of campus units or operations to ensure compliance with prescribed procedures and to recommend alternative methods of operation. The department also performs research and analysis relative to different departments of Business and Financial Affairs and on different topics.

The person holding this position is considered a `mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**III. CHANGES IN RESPONSIBILITIES:**

* Change in position to focus on audit and align continuous improvement efforts to only those resulting from audit.

**IV. MAJOR RESPONSIBILITIES**:

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| Internal and external audit response and coordination:   * Serve as liaison between audit authorities and the university. * Manage and coordinate audit requests and responses with campus stakeholders to ensure audit timelines are met. * Collaborate with university stakeholders to ensure audit recommendations and management action plans are completed timely. * Prepare periodic status reports for university management. | 70% |
| Continuous improvement and other reviews:   * Identifying and implementing business process improvement initiatives resulting from audit observations or upon direction of the AVP * Provide review, audit, and analysis of campus units to ensure compliance with prescribed procedures and to recommend alternative methods of operation as requested by the VP or AVP * Perform research and analysis relative to different departments of Business and Financial Affairs and on different topics. * Develop audit and fraud awareness communications and/or trainings. * Serve as a subject matter expert to bring professional experience, best practices, analysis, and research to bear on proposed or emerging programs, data systems, financial policies, and regulatory compliance practices. | 20% |
| Other duties as assigned, including but not limited to   * Serve as primary contact for fiscal improprieties and reporting as required by CSU Executive Order 1104. | 10% |
| **Total**  **=100%** | 100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

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| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
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**VI.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required that are based on the classification standards.*

* Graduation from a four-year college or university with a degree in accounting or a closely related field. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge, skills and abilities of audit management principles may be substituted for the required education on a year-for-year basis.
* A minimum of five years of work experience in a related field position
* Experience in the formulation and design of policy and procedures.
* Proficiency in the Microsoft Office suite including Excel and Word.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

* Ability to direct and coordinate compliance, programmatic and agency audits.
* Ability to function independently.
* Ability to formulate clear and functional policies.
* Ability to formulate recommendations for procedures to conform policies.
* Possession of excellent task management skills.
* Ability to communicate extremely well both written and verbal.
* Ability to communicate effectively and collaboratively.
* Ability to set and schedule priorities.
* Ability to interact with various stakeholders pleasantly and courteously, but with authority arising from expertise in the subject area.
* Knowledge and understanding of internal-to-external relationships, including the ability to effectively communicate with agencies, public and private.

*C. Specialized skills required for this position*

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

* Status as a Certified Internal Auditor or Certified Public Accountant

**VII.** **PREFERRED QUALIFICATIONS**:

* A master's degree in accounting, finance, or a related field.
* More than three years of experience in the audit practice of a major public accounting firm.
* Experience in higher education, particularly within California State University.

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

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| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| O | Bending (neck) | C | Reading & Comprehending |
| O | Bending (waist) | C | Writing |
| N | Climbing | C | Performing Calculations |
| N | Crawling | C | Communicating Orally |
| N | Kneeling | C | Reasoning & Analyzing |
| O | Pushing/Pulling | C | Decision Making |
| C | Sitting | C | Directing/Coordinating Others: |
| N | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** | |
| O | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| O | Twisting (waist) | O | Exposure to chemicals, gases, dust or fumes |
| O | Walking | N | Operates machinery or drives motorized equipment |
| O | Handling Objects | N | Exposure to bio-hazards |
| O | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | N | Working outside with various weather conditions |
| N | Using foot controls | O | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

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| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | Yes  No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

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| **Planning** | | **Staffing** | |
| 3 | Forecast | 2 | Define Roles |
| 4 | Set Program Goals | 2 | Give Input to Position Descriptions |
| 2 | Determine Budget Allocations | 2 | Determine Selection Criteria |
| 3 | Establish, Implement, Revise Policies | 2 | Recruit/Interview/Select |
|  |  | 2 | Orient Staff |
| **Organization** | | **Employee Relations** | |
| 4 | Describe Relationships Between Functions | 1 | Initiate Corrective Action |
| 3 | Define Department/Divisional Structure | 1 | Authorize Formal Discipline |
| 5 | Establish Priorities to Meet Goals | 1 | Administer Collective Bargaining Agreements |
| 2 | Schedule Work for Employees | 1 | Prepares/Investigates Grievance Awards and Complaints |
| 3 | Implement procedures | 1 | Formulates/Represents University Position for Formal Grievances/Complaints |
| 5 | Determine work methods |  |  |
| 5 | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
| 4 | Educate | 1 | Determine Performance Standards |
| 4 | Delegate | 1 | Authorize/Approve Awards |
| 5 | Coordinate | 1 | Prepare Performance Evaluations |
| 1 | Coach/Train/Develop | 1 | Observe/Follow-Up on a Daily Basis |
| 1 | Recommend Formal Training | 1 | Correct Work/Behavior Problems |
| 3 | Motivate |  |  |
| 3 | Instruct/Demonstrate |  |  |
| 1 | Schedule Staff/Readjust Schedule |  |  |
| **Other** | |  | |
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# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.

