

**KENTUCKY HIGHER EDUCATION STUDENT LOAN CORPORATION
JOB DESCRIPTION**

Job Title:	Internal Auditor I	Date:	September 2011
Department:	Internal Audit	Status:	Full Time
Supervisor:	Director of Internal Audit	Grade:	9E

SUMMARY

Under general supervision, assists the Director of Internal Audit in the performance of internal audits and consulting engagements at KHEAA and/or KHESLC. Also, assists in the evaluation of KHESLC's system of internal control and quality of performance in carrying out their mission and responsibilities. Reports directly to the Director of Internal Audit or his/her designee.

JOB DUTIES

- Assists the Director of Internal Audit in completing the objectives of the department which includes, but may not be limited to the following activities:
 - Conducts moderately complex surveys of functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives.
 - Assists in determining the direction of proposed audit effort and audit procedures to be used.
 - Assists in planning the theory and scope of the audit, and prepares or assists in preparing an audit program.
 - Performs the audit in a professional manner and in accordance with the approved audit program.
 - Obtains, analyzes, and appraises evidentiary data as a basis for an informed, objective opinion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed in consultation with Director of Internal Audit or his/her designee.
 - Makes, or assists in making, oral or written presentations to management during and at the conclusion of the examination, discussing deficiencies, recommending corrective action, and suggesting improvements in operations and reductions in cost.
 - Cooperates with and assists KHEAA and KHESLC independent auditors and federal/state agency reviewers as directed by Director of Internal Audit or his/her designee.
 - May prepare formal written reports, as requested, expressing opinions on the adequacy and effectiveness of the system and efficiency with which activities are carried out.
 - May prepares written communication from the internal audit function to management staff.

MINIMUM QUALIFICATIONS

- Bachelor's Degree.
- Either five years of operational experience within the student loan industry, or a bachelor's degree in accounting with three years of professional accounting or auditing experience preferred.
- Computer experience in MS Word, MS Excel, MS PowerPoint and VISIO.
- Experience with IBM I Series (i.e. AS/400), and/or audit/accounting/IT software a plus.
- Travel to Frankfort office required less than 25 percent.
- Travel out of state for training may be required less than 10 percent