The Internal Audit Department has an opening for the position of **University Auditor** above grade 12. Since this provides an opportunity for promotion from within, please circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply not later than **September 20, 2018**.

### I. Basic Functions:

The American University of Beirut (AUB) invites applications for the position of University Auditor, starting August 20, 2018.

The role of internal audit is to provide an objective independent assurance and consulting activity by evaluating and improving the effectiveness of risk management, control, and governance processes throughout the University and its affiliates, including AUB Medical Center, academic and administrative departments, Regional External Programs and the New York Office (University Operations).

The primary objective of the University Auditor is to assist management and the Board of Trustees Audit Committee (Audit Committee) in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations, advice and information concerning the activities that it audits and by promoting effective controls and sound business practices throughout the University. This position reports functionally to the Audit Committee, which is also solely responsible for all decisions concerning hiring, retention and termination, as well as setting and reviewing compensation of this position. Position reports administratively to the President of the University.

Candidates must have a professional designation with an internationally recognized accounting body (CPA, CA, CMA) and professional internal auditing certifications (CIA, CISA, CIPT). S/he must hold a Bachelor’s degree in Business Administration or in a related field from an accredited University and have at least 10 to 15 years’ experience in audit or management accounting, 5 of which in managerial positions; a Master’s degree is an asset. Experience in higher education institutions and/or teaching hospitals is preferred. Complete understanding of US and Lebanese generally accepted accounting principles and generally accepted auditing standards are preferred. Complete understanding of IIA standards of professional practice, cost accounting principles, grant accounting, and regulatory/compliance requirements for higher education and not-for-profit corporations will be viewed favorably. S/he must have excellent analytical, investigative, and problem-solving skills, and excellent command of English, communication and presentation skills; Arabic is an asset. S/he must be familiar with on-line database MIS and commonly used desktop PC applications, including familiarity with Oracle and familiarity with electronic audit work paper applications.

Interested applicants should create an account on our careers portal and apply online at the following link: https://hrweb.aub.edu.lb/careers/main.aspx

The deadline for applications is September 20, 2018.

The American University of Beirut is an Affirmative Action Equal Opportunity Employer. Founded in 1866, AUB is a private, independent, non-sectarian institution of higher learning operating under a charter from the State of New York and accredited by the Middle States Commission on Higher Education (MSCHE). Information on the American University of Beirut can be found at http://www.aub.edu.lb/.
II. Minimum Requirements:

a. Professional designation with an internationally recognized accounting body (CPA, CA, CMA). Professional internal auditing certifications (CIA, CISA, CIPT).

b. A Bachelor’s degree in Business Administration or in a related field from an accredited University. A Master’s degree is an asset.

c. Complete understanding of US and Lebanese generally accepted accounting principles and generally accepted auditing standards are preferred.

d. Complete understanding of IIA standards of professional practice, cost accounting principles, grant accounting and regulatory/compliance requirements for higher education and not-for-profit corporations will be viewed favorably.

e. 10 to 15 years’ experience in audit or management accounting, 5 of which in managerial positions. Experience in higher education institutions and/or teaching hospitals is preferred.

f. Excellent command of English, communication and presentation skills. Arabic is an asset.

g. Excellent analytical, investigative, and problem-solving skills.

h. Familiarity with on-line database MIS and commonly used desktop PC applications, including familiarity with Oracle and familiarity with electronic audit work paper applications.

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.

Samar Diab Rouhana
Director of Human Resources