



AME UNIVERSITY
Pursuit of Excellence

Vacancy Announcement

**Summit CV and letter of interest to:
Human Resources Department
jobs@ame.edu.lr**

AME University is a faith based institution located in Monrovia, Liberia. Founded in 1995, the University has grown steadily for nearly 24 years, currently with more than 4,000 students enrolled in various academic programs across five colleges and in graduate studies. In fostering its mission, the University is seeking a highly experienced and vibrant candidate for the position of Internal Auditor:

Class / Title: **Internal Auditor**
Division: Administration
Closing Date: Until filled
Salary & Benefits: Commensurate with education, experience and ability
Reports To: The Board of Trustees

Position Requirements:

The Internal Auditor shall possess a Bachelor of Science/Arts degree (BSc/BBA) in Accounting or preferably a Graduate degree (MA) in Auditing, with at least five years of experience in the field of Auditing. The individual must have served as a Senior Auditor in a reputable institution or firm, conducted financial and compliance audits in Administration, Academic Affairs, Academic Support Services and Fiscal Affairs. The Internal Auditor shall have the ability to provide leadership and oversight, and assist in setting priorities for the University. The successful candidate should have strong information technology background, and possess excellent verbal and written communication skills:

Position Responsibilities:

- To identify risks and make recommendations to mitigate such risks that are classified as financial, operational, compliance, strategic and reputational
- Conduct the AME University audit process in order to enhance an effective and efficient operating robust system of internal controls.
- Review the University's financial operations, including procurement, finance and payment process monthly and also at the end of year; identify risks and provide recommendations to mitigate such risks
- Perform periodic review and/or audit entrance exam processes and scores
- Perform periodic review and/or audit admission and registration processes
- Annually review for policies and procedures compliance in the Department of Human Resources
- Review any other enterprise resource system and processes to help enhance operations
- Develop and submit a monthly work schedule to the AME University president and Board of Trustees; and
- Conduct other duties as may be assigned