



Agenda Item Summary

Date: August 20, 2024

Agenda Item: Approval of Appointment of Chief Audit Executive

Review

Action

No action required

PRESENTER(S): President Oldham

PURPOSE & KEY POINTS:

The President is requesting the Audit & Business Committee to approve the appointment of Amy Wilegus to the position of Chief Audit Executive, effective September 30, 2024.

Amy Wilegus
CPA, CISA, CISSP, CRISC

SUMMARY

Proven leader with over twenty-eight years of financial, operational and IT experience in public accounting (Big 4), IT operations and Internal Audit across financial, consumer services, nonprofit and healthcare industries at Fortune 500 organizations including the last 9 years in higher education.

Extensive internal audit experience includes all aspects of directing, planning, performing and reporting for the Internal Audit function, presenting to the Audit Committee, coordinating with external auditors, directing the audit approach, leading the Internal Audit Department and advising Executive Management.

EXPERIENCE

Executive Director of Internal Audit, University of TN **November 2023-Present**

Director Internal Audit **September 2015-November 2023**

- Lead the Internal Audit Department of 15 within the Office of Audit and Compliance.
- Develop and maintain relationships with key stakeholders across the University of Tennessee System.
- Partner with Chief Audit and Compliance Officer to facilitate annual enterprise risk assessment and develop annual audit plan.
- Assumed responsibility for the IT Audit department and developed a system-wide team.
- Partnered with IT Security to develop a forensic investigation process.
- Advise campus and system management on university policy and best business practices.
- Speaker at international and statewide audit conferences (TN Auditors, ACUA).
- Led RFP and implementation of new audit software for 20+ users to increase audit efficiency.
- Led a data analytics team to implement IDEA software and increase audit efficiency.
- Developed and implemented a system-wide policy compliance program.
- Streamlined and presented Audit Committee and Board reports.
- Re-established a West Tennessee audit function at the UT Health Science Center and UT Martin.

Director Internal Audit, ServiceMaster **May 2011-September 2015**

- Redesigned and presented Internal Audit reports to company leadership and the Audit Committee.
- Established and advised Enterprise Risk Management (ERM) Council and working committees.
- Implemented continuous monitoring to add business value, increase audit efficiency and coverage.
- Coordinated communication and establishment of cross-functional investigation procedures for suspected information security incidents and fraud investigations.
- Performed annual risk assessment and developed risk-based audit plan.
- Mentored junior staff into leadership positions.
- Developed, implemented and maintained annual SOX audit plan for Finance and IT audits.
- Represented ServiceMaster on Memphis IIA CAE Roundtables.

Senior IT Audit Manager, ServiceMaster **November 2009-April 2011**

- In-sourced IT Audit Department, annual savings of approximately \$100K in consulting fees.
- Established and provided guidance for centralized, cross-functional Corporate Compliance Council.
- Facilitated business ownership and achievement of PCI Compliance through Treasury and IT.

- IT Operations Security Program Analyst, ServiceMaster** **May 2008-October 2009**
- Established IT compliance program and represented ServiceMaster on local PCI Compliance Council (FedEx, AutoZone, First TN, St. Jude, and E&Y).
 - Participated in and provided guidance to cross-functional Information Security Council.
 - Developed IT compliance and risk assessment processes and related controls.
 - Facilitated IT compliance activities with offshore, IT outsourced vendor.
 - Revised and implemented updated Enterprise Information Security Policy.

- Senior Manager Internal Audit, ServiceMaster** **April 2006-April 2008**
- IT Audit Manager, ServiceMaster June 2002-April 2006
- Senior IT Consultant, ServiceMaster June 2001-June 2002
- Represented Internal Audit on cross-functional team to re-structure Finance for \$100K cost savings.
 - Established IT Audit Department for the Company.
 - Implemented Enterprise SOX Compliance program (31K+ hours and 90+ annual projects).
 - Created and implemented risk assessment methodology for system implementations reviews.
 - Implemented automated work papers and data analysis software for department of 18 users.
 - Represented ServiceMaster on Memphis Board of ISACA.

- Morgan Keegan & Company, Inc., Memphis, TN** **February 1998-June 2001**
(now Raymond James)
- Staff Auditor-Senior Auditor
- Developed IT Audit Charter and Plan with Audit Committee approval.
 - Planned, conducted and reported on IT, operational and financial audits and reviews.

- Ernst & Young LLP, Memphis, TN** **August 1996-February 1998**
- Staff-Staff II Auditor
- Performed senior work as a Staff Auditor and audited large SEC clients.

EDUCATION

- Leadership Programs (ServiceMaster, 2014; University of Tennessee, 2018)**
- University of Memphis, Memphis, TN**
- Master of Science in Accounting; 3.9 GPA/Beta Alpha Psi Honor Society
- Millsaps College, Jackson, MS**
- B.B.A. Major: Accounting/Minor: IT; Cum Laude/Beta Alpha Psi/Sigma Lambda Honor Societies

COMMUNITY SERVICE/VOLUNTEER WORK

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| Association of College & University Auditors (ACUA) | Memphis Union Mission |
| Institute of Internal Auditors (IIA) Board of Governors (2024) | UT Promise Mentor Program |
| Memphis Zoo | Dress for Success |

Chief Audit Executive

Position Information

Position Information

Position Number	610010
Working Title	Chief Audit Executive
Job Title	Director
Job Type	Full-Time
Department	Office of Internal Audit
Job Purpose	The overall purpose is to manage the Internal Audit Department to provide independent, objective information through audits, investigations, risk analysis, and consulting services that enables management to make sound decisions. The CAE is responsible for providing information to the Audit & Business Committee of the Trustees about Internal Audit activities. The CAE functionally reports to the Chair of the Audit & Business Committee and administratively to the President.

Tennessee Tech is an Equal Opportunity/Affirmative Action employer.

Essential Functions	Prepare Internal Audit's annual audit plan based on a risk analysis, regulatory requirements, management input, and judgement. Assign and supervise the work of the Manager of Audit Operations (MGR). Along with the MGR, assign and supervise the work of the Internal Auditor. Conduct audits, consulting engagements, and management advisory services based on the audit plan, special requests, and judgment. Manage confidential reporting hotline, making referrals as necessary. Receive, report, and investigate allegations of fraud, waste, and abuse. Prepare reports and presentations to management informing them of the results of audits, investigations, and consulting requests. Analyze and evaluate procedures, fiscal data, program results, and other work products for good internal control, effectiveness and efficiency, and/or signs of fraud, waste or abuse. Make recommendations to correct deficiencies, improve operations and comply with Tennessee Tech policies and procedures and certain state laws. Manage the Internal Audit budget. Assist with enterprise-wide risk assessments and collect evidence related to controls identified in those assessments. Collaborate with external auditors, reviewers, and consultants. Serve on university committees. Prepare and present information to the Audit & Business Committee of the Trustees.
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Minimum Qualifications	Bachelor's or advanced degree from an accredited institution with a major in accounting or a related field. Certified Public Accountant, CPA, or Certified Internal Auditor, CIA. Five years' experience as a senior level auditor in a progressively responsible capacity. Excellent interpersonal and communication skills. Knowledge of accounting principles and practices, internal auditing standards, and techniques required for performing audits. Detail-oriented and self-motivated. Background in or understanding of fund accounting. Experience with large, automated accounting systems and proficiency with software related to the position.
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Preferred Qualifications	Experience in higher education. Additional relevant certifications (e.g. CISA, CFE).
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Work Hours

Compensation and Benefits

Salary	Commensurate with education and experience. Anticipated vacancy.
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Benefits Information	Benefits include the accumulation of two vacation days per month and one sick leave day per month, and thirteen (13) University holidays. Other benefits include medical and life insurance (shared cost with the university), retirement, optional 401k, and educational benefits.
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Posting Details

Posting Date	06/04/2024
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Screening Date	07/03/2024
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Open Until Filled	Yes
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Special Instructions to Applicants	Applicants will be required to electronically upload a letter of application, resume, copy of transcripts (official transcripts required upon hire), and contact information for three references. References will be contacted at a later date. Submission of materials is the applicant's responsibility. Applications without all required materials are incomplete and will not be considered.
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Applicant Documents

Required Documents

1. Resume
2. Transcripts
3. List of References
4. Letter of Application

Optional Documents

1. Transcripts 2
2. Transcripts 3
3. Other Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a bachelor's degree from an accredited institution with a major in accounting or a related field?
 - Yes
 - No
2. * Do you have at least five years' experience as a senior level auditor in a progressively responsible capacity?
 - Yes
 - No
3. * Are you a Certified Public Accountant, CPA, or Certified Internal Auditor, CIA?
 - Yes
 - No
4. * How did you hear about this job opportunity?
(Open Ended Question)