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Chief Auditing Officer

JOB CODE	JOB FAMILY	PROFILE
JCM708	**Executive Management**	**Chief Auditing Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$101,192.00 - $159,786.00**	**September 21, 2026**

The Chief Auditing Officer serves as the senior executive responsible for establishing, directing, and maintaining comprehensive auditing and compliance operations for the Bernalillo County Metropolitan Detention Center (MDC). This position provides strategic oversight of all internal audit functions, risk assessment activities, and compliance monitoring programs to ensure adherence to federal regulations (ACA, PREA), court directives (McClendon), state regulations (NMAC), and institutional policies. The Chief Auditing Officer reports directly to the MDC Warden and serves as the primary liaison with external auditing bodies, regulatory agencies, and oversight entities.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides strategic leadership in the development, implementation, and continuous refinement of a comprehensive audit and compliance framework that supports MDC's mission, operational priorities, and regulatory obligations.
- Establishes and directs the annual enterprise audit plan, integrating risk-based methodologies, regulatory mandates, emerging operational trends, and organizational priorities to ensure proactive and effective oversight.
- Advises the Warden and senior executive team on complex audit findings, systemic compliance risks, and organizational vulnerabilities while recommending high-impact corrective strategies and policy improvements.
- Leads institutional initiatives to strengthen governance, transparency, and accountability, ensuring audit insights directly support organizational decision-making and operational excellence.

- Oversees the full spectrum of internal audit operations, including operational, financial, and compliance audits; specialized investigations; and targeted reviews addressing high-risk or emerging issues.
- Conducts and supervises enterprise-wide risk assessments to identify compliance gaps, operational inefficiencies, and areas requiring enhanced internal controls or executive intervention.
- Establishes and maintains a robust quality assurance and improvement program to ensure all audit activities comply with professional standards, industry best practices, and regulatory expectations.
- Serves as the principal liaison to external auditors and oversight entities, coordinating agency-wide responses, facilitating inspections, and ensuring institutional readiness for all external review processes.
- Monitors compliance with federal, state, and local regulations, including ACA, PREA, NMAC, and McClendon requirements, ensuring sustained alignment with statutory and court-mandated standards.
- Implements advanced systems for tracking, analyzing, and reporting compliance metrics, enabling data-driven decision-making and transparent accountability across all operational divisions.
- Collaborates with legal counsel, executive leadership, and operational managers to assess and mitigate institutional risk, resolves compliance deficiencies, and strengthen internal control systems.
- Designs and oversees executive-level training and development programs to enhance organizational competency in audit practices, regulatory compliance, and ethical conduct.
- Defines and tracks key performance indicators and benchmarks to evaluate audit effectiveness, compliance sustainability, and organizational risk maturity.
- Promotes a culture of ethical leadership, continuous improvement, and organizational integrity, ensuring all staff adhere to high standards of professionalism and accountability.
- Maintains open and effective communication channels with executive leadership, management teams, and operational units to ensure audit priorities and compliance expectations are clearly understood.
- Represents MDC at the executive level in meetings with regulatory agencies, oversight bodies, external auditors, and other key stakeholders, articulating institutional performance and compliance posture.
- Prepares and delivers executive briefings, audit reports, and compliance assessments, synthesizing complex information into actionable insights for leadership and external authorities.
- Leads coordinated responses to regulatory citations, external audit findings, and compliance directives, ensuring timely resolution and long-term corrective strategies.
- Cultivates and maintains strategic relationships with industry leaders, regulatory officials, and oversight organizations to stay informed of emerging standards and best practices.
- Provides executive leadership and management to audit and compliance personnel, including selection, performance management, coaching, and disciplinary oversight.
- Evaluates and optimizes organizational structures, workflows, and resource allocations to maximize the efficiency, effectiveness, and strategic impact of audit operations.
- Champions professional development and certification pathways to strengthen staff expertise and maintain a highly skilled audit and compliance workforce.

- Performs additional executive duties as assigned by the Warden, exercising broad discretion and sound judgment in handling sensitive or confidential matters.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, Business Administration, Public Administration, Criminal Justice, or a related field.
- Nine (9) years of progressively responsible experience in auditing, compliance management, or institutional oversight.
- Four (4) years of experience in a supervisory or management capacity.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Correctional or public sector experience.
- Direct experience with court-mandated regulations and oversight compliance.
- Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent professional certification.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County and MDC safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Maintain confidentiality clearance and comply with all information security protocols.
- Complete annual continuing education requirements related to auditing and compliance standards.

WORKING CONDITIONS

- The majority of essential duties are performed in professional office environments within a correctional facility setting.
- Position requires regular interaction with inmates, correctional staff, and external officials in various facility locations.
- Employee may be exposed to correctional facility conditions including security risks, infectious diseases, and potentially hostile situations.
- Work schedule may require flexibility including evenings, weekends, and emergency response availability.
- Position involves regular travel to meetings with external agencies and oversight bodies.
- Work environment includes exposure to confidential and sensitive information requiring discretion and security awareness.
- Physical demands include extended periods of desk work, document review, and facility inspections.
- Position requires ability to work under pressure and manage multiple complex projects simultaneously.

EQUIPMENT, TOOLS, AND MATERIALS

- Advanced computer systems and audit software for data analysis and reporting.
- Professional office equipment includes telephone systems, video conferencing technology, and presentation equipment.
- Specialized audit tools and measuring instruments for facility inspections.
- Access to legal databases, regulatory libraries, and professional research resources.
- Security equipment and communication devices required for facility access and emergency response.
- Various forms, reports, legal documents, and administrative materials essential to audit and compliance functions.