

## Auditor Senior

**Job Code:** 7107

**Salary Grade:** S11

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

The position supports the Internal Audit function by performing highly complex operational, financial, and compliance audits, reviews, special projects, consultations, and investigative engagements. Duties include actual participation in all phases of the audit lifecycle, including conducting risk assessments and drafting, editing and finalizing written reports. Responsible for conducting multiple engagements at one time. Performs varied duties as assigned by leadership.

- Exceptional communication skills, in written, oral and listening
- Ability to effectively interact with all levels of the organization and leadership
- Strong facilitation, negotiation, and presentation skill
- Demonstrated critical/creative and analytical thinking skills, i.e., by helping to determine the most impactful direction of complex audit engagement
- Proven ability to identify and assess risk and evaluate controls for efficiency and effectiveness
- Ability to effectively analyze complex data, through utilization of data analytics, etc., and capture procedures/results in working papers and report
- Ability to effectively evaluate information, processes and systems, and draw logical conclusions
- Effectively identify root cause for inadequate controls, erroneous records, noncompliance with regulations and policies and uneconomic/inefficient operations.
- Exceptional organizational/planning and project management skills
- Proven ability to maintain professionalism and composure under pressure while meeting multiple deadlines
- Adaptable to changing internal and external factors while maintaining the ability to handle multiple tasks/projects, stay organized, and focus on details
- Exhibits a strong initiative to solve problems
- Maintains a strong grasp of accounting and audit theories and principles
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months experience in lieu of the Bachelor's degree for a total of 108 months of experience.

#### Experience:

Required: 5+ years of professional experience in public accounting, internal audit or professional consulting

#### Certifications or Licenses:

Required: None

Preferred: Certified as a Certified Public Accountant (CPA), Certified as a Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE)

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities



## JOB DESCRIPTION

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- Strong initiative to solve problems
- Strong project management skills and proven ability to interact with all levels of the organization
- Exceptional communication, facilitation, and presentation skills
- Advanced knowledge of accounting and audit theories and principles
- Ability to remain flexible, accept challenges, and take on new task
- Ability to build strong relationships with departments, colleges, and contacts
- Ability to critically think, analyze, identify, and choose alternatives

### Working Conditions

#### Physical:

Communicate effectively and listens. Engage in repetitive motion.

#### Environmental:

Standard Office Environment.

**Printed Date: 10/13/2026**