Auditor III (3407)

Basic Purpose/Job Function: Providing first-line management of internal audit operations.

Examples of Titles Replaced: Audit Manager

Typical Functions May Include:

1. Providing overall supervision, guidance and direction to auditors and/or audit teams to ensure that established audit objectives are met
2. Performing or overseeing on-site preliminary surveys of programs and systems to be audited and defining the purpose, scope and objectives of each audit assigned
3. Ensuring the maintenance of an effective but independent relationship between the auditors and the management and staff being audited
4. Reviewing work papers at the completion of each step
5. Identifying and coordinating necessary follow-up and completion of work
6. Proposing and implementing management improvements and auditing operating procedures
7. Assisting in the hiring, training, performance management and professional development of assigned auditors and staff
8. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Provides supervision to assigned auditing personnel.

Supervision Received: Receives general supervision from designated supervisor.

Minimum Qualifications:

Education: Bachelor’s Degree Type: Accounting, Business Administration or related field

- Experience: 36 - 48 months Type: Auditing

- Skills: Effective oral and written communication, familiarity with computers, knowledge of computer software, knowledge of internal controls and audit requirements
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- **Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; requires minimum travel; requires contact with other departments and university officials; background check required as a condition of employment

- **Licenses:** Determined by the nature of the position and/or department

- **Certifications:** Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.