Auditor II (3406)

Basic Purpose/Job Function: Performing, planning and supervising audits of organizations and functions as assigned.

Examples of Titles Replaced: Senior Staff Auditor

Typical Functions May Include:

1. Performing selected tests or reviews of data to ensure audit goals are reached
2. Analyzing, documenting and researching areas audited
3. Communicating effectively with audit clients to obtain information and ensure clients are adequately informed of audit activities and requirements
4. Preparing work papers to adequately document the work performed including tests, conclusions reached, findings and recommendations
5. Evaluating the internal control structure, ensuring compliance with laws and regulations, and assessing the operational efficiencies of the units audited
6. Develops/drafts audit findings, recommendations, and audit reports; as well as, reviews those drafted by staff auditors
7. Supervises staff auditors, assigns work, and reviews work papers of staff auditors to ensure work performed achieves audit objectives
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 on-the-job supervision to staff auditors as assigned

Supervision Received: Receives general supervision from designated supervisor.

Minimum Qualifications:

Education: Bachelor’s Degree

Type: Accounting, Business Administration or related field

Experience: 24 - 36 months

Type: Auditing or Accounting

Skills: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills
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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.