Auditor I (3401)

**Basic Purpose/Job Function:** Performing various routine audits, reviews or investigations or assisting in the completion of more complex audits or investigations as a member of an audit team.

**Examples of Titles Replaced:** Staff Auditor I, Staff Auditor II

**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. Assisting with and/or evaluating the internal control structure, ensuring compliance with laws and regulations, and assessing the operational efficiencies of the units audited
6. Developing audit findings and recommendations, as well as drafting audit reports as necessary
7. May review work papers of staff auditors as assigned
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:** May serve as lead or provide 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:** 0 - 24 months  
  **Type:** Auditing

- **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.