Internal Auditor

Job Code 00001452

General Description
Responsible for performing senior level professional audit tasks. May act as auditor-in-charge.

Examples of Duties
Gather information on an operation through questionnaires.
Describe the operation to be audited.
Identify appropriate governmental auditing standards, federal and state laws, and regulations.
Identify and prepare a list of control weaknesses.
Evaluate the adequacy and effectiveness of the internal controls.
Prepare an internal control questionnaire.
Develop an audit plan and program for the assigned audit.
Conduct the audit as outlined.
Prepare work papers.
Evaluate areas audited and analyze deficiencies.
Discuss the apparent deficiencies with supervisors.
Develop recommendations for the correction of unsatisfactory conditions.
Write audit findings and recommendations.
Organize and maintain the audit file.
Prepare a draft report for management.
Prepare weekly time summary.
Review intern or staff auditor work papers for accuracy.
Plan, schedule, train and monitor work of others.
Conduct research for various audit concerns.
May act as auditor-in-charge.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: generally accepted accounting principles; governmental fund accounting; tax codes; auditing procedures and standards, codes, laws, and regulations.
Skill in: presenting findings in written and oral form; work as a team member; interact courteously with often hostile auditees; effectively direct the work of others to motivate output; establish rapport with a variety of clients; prioritizing workload; working with computers and typing; troubleshooting and diagnosing internal control weakness; giving presentations; conducting training.
Ability to: understand complex written job instructions, policy and procedure manuals, auditing standards, laws pertaining to University operations, and program manuals for
personal computers; interpret legal and technical documents; prepare audit reports and correspondence; complete forms; prepare narrative reports from interviews; prepare recommendations for corrections; use spreadsheets, word processors, flowcharting, and mainframe software; diagnose internal control weaknesses and recommend appropriate adjustments; train, schedule, and monitor work of others; negotiate; conduct interviews.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**