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**