

## Finance Job Function

### Audit Mgt IV

Grade: 58

Job Code: F0358M

Job Family: Audit

Job Family Matrix: [Audit \(Finance\) Matrix](#)

### Summary

Plan, organize and direct audits in compliance with professional standards for the practice of internal auditing. Evaluate the operational and financial risks and acts as a strong business consultant making recommendations on complex issues.

### Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Plan, organize and lead audits in accordance with department guidelines and in compliance with professional standards for the practice of internal auditing
- Define the scope and objectives of audits based on analytical auditing procedures and a review of the auditees' business
- Communicate audit specifics to auditee to ensure scope, objectives, status and other details are understood
- Ensure all issues and opportunities and corrective actions are discussed
- Prepare timely "value added" audit reports; assure report contents are supported by competent evidential data
- Responsible for creating and updating audit program as needed
- Allocate personnel and resources for given projects and provide project supervision of assigned audit team
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' experience in a financial, compliance or audit role
- Supervisory experience

### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of OMB Circulars A-21, A-110 and A-133 desirable
- Advanced knowledge of the International Standards for the Professional Practice of Internal Auditing

### Certificates and Licenses

- Certified Internal Auditor or Certified Public Accountant preferred

### Physical Requirements

### Working Conditions

- Work is performed in an office setting
- Frequent travel to other sites across the University is required