

Finance Job Function

Audit Mgt V

Grade: 59

Job Code: F0359M

Job Family: Audit

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

Summary

Plan, organize, direct and oversee audits in compliance with professional standards. Provide guidance on risk assessment.

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, coordinate, manage and complete all assigned audits in accordance with departmental guidelines and professional standards for the practice of internal auditing
- Provide guidance and supervision to staff auditors assigned; review work to ensure all necessary audit procedures are performed and the audit report is properly supported
- Define the scope and objectives of the audit 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 related corrective actions are discussed
- Prepare "value-add" audit reports on a timely basis; assure report contents are supported by competent evidential data
- Oversee the progress of audits, major findings and problems encountered
- Responsible for creating and updating audit programs as needed
- Contribute to University wide risk analysis, development of fiscal year audit plans, department training programs
- 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 8 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 Public 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