

Finance Job Function

Auditor II

Grade: 56

Job Code: F0356P

Job Family: Audit

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

Summary

Under general direction, complete assigned sections of the audit scope in compliance with professional standards for the practice of internal auditing. Assist with risk assessment in determining audit scope. Evaluate, review and analyze the operational, financial and compliance internal controls to identify any significant control weaknesses.

Core Duties

- Complete audit sections assigned in accordance with departmental guidelines and professional standards for the practice of internal auditing
- Gather, summarize, and synthesize financial, HR, operational and/or other data in support of risk evaluations
- Provide input as part of the audit team in assessing risk and defining scope of the audits
- Develop and recommend creative practical solutions for improvements in control and efficiency of operations to the auditor in charge
- Conduct interviews with client personnel; document and evaluate processes and controls; write/modify audit programs to address identified risks
- Develops working papers that support efficient review and clear understanding of conclusions reached
- Inform the audit manager of the status of the audit work, potential findings and problems encountered. Alert managing auditor to delays and barriers to timely completion and offers solutions
- Provide input regarding verbal and written communications of the audit results to the client and to RMAS management as required
- 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 3 years' experience in a financial, compliance or audit role

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Basic knowledge of OMB Circulars A-21, A-110 and A-133.
- Basic knowledge of the International Standards for the Professional Practice of Internal Auditing
- Thorough understanding of Generally Accepted Auditing Standards

Certificates and Licenses

Physical Requirements

Working Conditions

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