

Finance Job Function

Auditor III

Grade: 57

Job Code: F0357P

Job Family: Audit

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

Summary

Under limited 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 department guidelines and in compliance with professional standards for the practice of internal auditing
- Gather and analyze financial, HR, operational and/or other data using spreadsheets and other means to synthesize data from a wide array of sources in support of risk evaluations
- Provide assistance to the audit manager in assessing risk and defining scope for complex audits
- Develop and recommend creative practical solutions for improvements in control and efficiency of operations to the auditor in charge and auditee
- Conduct interviews with client personnel; document and evaluate processes and controls; write/modify audit programs to address identified risks
- Ensure audit work performed is documented in accordance with department standards and working papers support audit conclusions reached
- Communicate the audit results to the auditee as required
- Inform the audit manager of the status of the audit work, potential findings and problems encountered
- 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 5 years' experience in a financial, compliance or audit role

Additional Qualifications and Skills

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

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