

Finance Job Function

Auditor IV

Grade: 58

Job Code: F0358P

Job Family: Audit

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

Summary

Under limited direction, 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

- Plan, organize and lead audits in accordance with department guidelines and in compliance with professional standards for the practice of internal auditing
- May function as subject matter expert and/or project lead
- 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 are brought to the attention of the appropriate, responsible individual and corrective actions are discussed
- Prepare timely "value added" audit reports. Assures 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 provides project supervision of assigned audit team
- Provide staff mentoring and training
- 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

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
- 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