

## Finance Job Function

### Auditor V

Grade: 59

Job Code: F0359P

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. Leads, trains and mentors professional level staff auditors.

### Core Duties

- 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 are brought to the attention of the appropriate, responsible individual and corrective actions are discussed
- Prepare "value-add" audit reports on a timely basis. Assures report contents are supported by competent evidential data
- Assist management in overseeing 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

### 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