Classification Specification for Unclassified Service

Title: Staff Auditor

Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees engaged in the day-to-day administration of specialized activities requiring training and on-the-job professional experience. Provide financial, internal control, operational, and compliance audits for the University. Provide recommendations and expert advice to management or other groups on process-related topics. Conduct or carry out work procedures and activities in accordance with the standards and Code of Ethics established by the Institute of Internal Auditors, local, state, federal, and university regulations.

Characteristic Duties

Gather information on key business processes and evaluate the adequacy of the controls designed to manage those processes;

Apply advanced analytical skills and knowledge of current auditing developments and standards to find solutions to problems;

Plan an audit or investigation project using risk-based methodology;

Obtain, document, analyze, and appraise evidentiary data as a basis to form an opinion on the adequacy of internal controls and/or compliance with policies, procedures, laws, and regulations;

Make recommendations and obtain actions plans on audit issues;

Provide assistance to independent auditors.

Minimum Qualifications

Bachelor's degree; -OR- Associate's degree with two (2) years' experience; -OR- four (4) years’ experience; degree must be in accounting, finance or related field.