



DATE ISSUED: 09/10
FLSA: Non-Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Auditor I

JOB SUMMARY

Performs audit work for the Office of Internal Audits. Responsibilities include financial, operational, compliance, and information technology audits. Performs consulting related work as appropriate. Work is supervised and reviewed by the Director of Internal Audits. Performance is based on the effective completion of audits and other engagements. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Internal Audits

Supervises: May supervise Student Assistants

PRIMARY DUTIES - *May include, but not limited to the following:*

Performs or assists in the performance of independent audits that include reviewing the effectiveness of operations to ensure reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguarding of assets, and compliance with laws, regulations, and contracts.

Interviews personnel to obtain relevant information and an understanding of the audit area.

Reviews documentation to ensure proper compliance with university policies and applicable laws, rules, and regulations.

Reviews information systems and evaluates their effectiveness, reliability, and security.

Reviews documentation of physical assets determining the degree to which they are utilized and safeguarded.

Reviews documentation for internal control deficiencies, fraud, or compliance issues.

Assists with the development of recommendations and audit reports.

Assists with fraud investigations, as necessary.

Assists with consulting engagements, as appropriate.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Business, or a related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

0-2 years of auditing experience or knowledge of business related processes and concepts. Experience in a higher education and/or governmental environment preferred. Familiarity with the International Standards for the Professional Practice of Internal Auditing and Institute of Internal Auditors Code of Ethics preferred. Familiarity with the Texas Internal Auditing Act preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES- The following are essential:

- Basic knowledge of internal control concepts.
- Basic knowledge of computer systems and information security concepts.
- Basic knowledge of fraud related concepts.
- Ability to plan, organize, and perform audit and consulting engagements effectively.
- Ability to establish and maintain effective and positive work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25

pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.