

The University of Texas at San Antonio

Job Description

Job Title: Audit Manager, Information Systems
Code: 9133
Salary Grade: 64
FLSA Status: Exempt
Department/Division: Auditing and Consulting Services
Reports To: Director Audit and Consulting Services

Summary

- Function: To plan, schedule and manage multiple complex information systems internal audit projects.
- Scope: Responsible for conducting and managing complex information systems internal projects for university activities in accordance with the International Standards for the Professional Practice of Internal Auditing, state regulations, and university regulations.

Duties

- Typical:
 1. Plans, organizes, supervises and performs multiple complex information technology internal audit projects.
 2. Reviews information technology audits for completeness, compliance with standards, uniformity in method, and adherence to statutes.
 3. Prepares, reviews and approves audit reports and work papers of assigned staff for consistency of quality across multiple information technology audit projects.
 4. Provides assistance in the development of the annual audit plan.
 5. Participates in setting the strategic direction and priorities of the office.
 6. Provides advisory/consulting services to various departments, task forces, and committees.
 7. Provides employee training and professional development.
 8. Prepares and conducts annual and project performance evaluations for assigned staff.
 9. Performs administrative tasks such as analyzing various management reports.
 10. Interacts with UTSA Senior Management, UT System Audit office, and other external agencies to discuss internal audit activities.
 11. Performs additional duties as assigned.

- Periodic:
 1. Assists state and federal auditors as requested.
 2. Attends continuing professional education seminars.
 3. Manages investigations of fraud, waste, and/or abuse.
 4. Acts as the Director in this person's absence.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree with a specialty in Computer Science, Information Systems, Accounting, Finance, or Management from an accredited institution.

Other Requirements

Required	Preferred
Thorough knowledge of professional auditing standards and techniques, accounting principles and practices.	Certified Information Systems Auditor, Certified Internal Auditor or Certified Public Accountant
Independent decision making and problem solving ability.	
Excellent written and oral communication skills.	
Demonstrated effective interpersonal skills. Ability to interact in a professional manner with faculty, staff, and the public.	
Criminal Background Check.	

Experience

Required	Preferred
Six years of professional auditing, accounting or information systems related experience to include two years of supervisory or work leadership experience.	More than seven years of professional auditing, accounting or information systems related experience to include three years of supervisory experience.

Equipment

Required	Preferred
Use of personal computers and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	Work performed on concurrent multiple projects under pressure of rigid deadlines and/or time limitations. Some travel required. May require extended hours.

Supervision

Received	Given
General review and instructions from Director.	Direct supervision of assigned staff.

Accuracy

Proficiency in all duties performed. Exacting accuracy in all phases of technical work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.