

The University of Texas at San Antonio

Job Description

Job Title: Senior Internal Auditor
Code: 9134
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Auditing and Consulting Services
Reports To: Audit Manager

Summary

- Function: To provide advanced auditing skills to perform audit projects.
- Scope: Responsible for developing and conducting large and complex internal audit projects and/or consulting projects in accordance with the International Standards for the Professional Practice of Internal Auditing, state regulations, and University regulations.

Duties

- Typical:
 1. Applies advanced auditing skills to large and complex internal audit projects and/or consulting projects, which require independent judgment.
 2. Conducts risk assessments to evaluate internal control; develops audit objectives and programs; provides assistance to project supervisor in planning/organizing audits; and prepares paperwork to document test work conducted.
 3. Develops and presents oral and written audit reports to management during and at the conclusion of the examination, discussing deficiencies and recommending corrective action.
 4. May review work papers of assigned staff for clarity, accuracy, and completeness to ensure quality assurance.
 5. Establishes rapport with departments in order to achieve the objectives of the audit project and may assume full responsibility on large audit projects and consulting projects.
 6. Perform additional duties as assigned.
- Periodic:
 1. Assists system, state, and federal auditors as requested.
 2. Attends continuing professional education seminars.
 3. May conduct investigations of fraud, waste, and/or abuse.

Education

| Required | Preferred |
|---|--|
| Bachelor's degree from an accredited institution. | Master's degree with a specialty in accounting, finance, or management from an accredited institution. |

Other Requirements

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

Experience

| Required | Preferred |
|--|------------------------|
| Five years of experience in commercial or governmental accounting and/or auditing. | Leadership 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 |
|--|---|
| Limited supervision on technical work. | Limited supervision of Internal Auditors I, II, and III and student assistants. |

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.