

The University of Texas at San Antonio

Job Description

Job Title: Audit Supervisor
Code: 19205
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Auditing and Consulting Services
Reports To: Assistant Director, Auditing and Consulting

Summary

- Function: To supervise internal auditors who perform audit projects and/or consulting projects.
- Scope: Responsible for overseeing the daily activities of 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. Supervises, plans, and organizes audit projects and/or consulting projects, which includes assigning staff to projects.
 2. Conducts risk assessments to evaluate internal control; develops audit objectives and programs; 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. Reviews audit reports and 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 assumes full responsibility on large audit projects and consulting projects.
 6. Performs administrative duties such as recruiting and training staff, analyzing various monthly/annual reports, and assisting in the development of the annual audit plan.
 7. Perform additional duties as assigned.
- Periodic:
 1. Assists systems, state, and federal auditors as requested.
 2. Attends continuing professional education seminars.

3. Conducts investigations of fraud, waste, and/or abuse.
4. Completes employee performance evaluations and provides employee training and professional development.

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
Knowledge of accounting principles and practices, professional auditing standards and techniques.	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
Five years of experience in commercial or governmental accounting and/or auditing with some supervisory experience.	N/A

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
Review for overall effectiveness and efficiency	Direct supervision of subordinate 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.