University of Houston
Job Description

Dir, Internal Auditing

Job Code: D6S5 Pay Plan: UHE Family: Centralized Services
FLSA: E Pay Grade: 115 Sub Family: Finance

This position may be security sensitive requiring a criminal history investigation of the final candidate.

Summary

Responsible for planning, organizing and managing planned audit engagements. Also responsible for directly managing audit supervisors/audit manager and providing consultation to audit staff.

Job Duties

1. Monitors planned audit engagements, including: determining areas of specific risk for each engagement, significant involvement in audit planning and reporting audit results, to include review and approval of audit work programs, man-hour budgets and staff schedules.
2. Recommends improvements to internal controls to help ensure proper accountability and compliance with laws/regulations, safeguarding of assets, and reliability and integrity of reported information.
4. Reviews audit reports.
5. Prepares an annual audit plan and comprehensive risk assessment that considers all auditable areas for all components of the University of Houston System.
6. Monitors progress of execution of annual audit plan.
7. Meets with auditees/management to discuss completed, current and future audit engagements.
8. Conducts special examinations at the request of management and assist campus police departments with white-collar crime investigations.
10. Monitors the department’s quality assurance program.
11. Performs other job-related duties as required.

Job Requirements

Education

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Requires a directly
job-related 4 year degree from a college or university.

Experience
Requires a minimum of five (5) years of directly job-related experience. A master’s degree in a job-related field may be substituted for one year of experience.

Certification/Licensing
Requires professional licensing, certification or registration directly related to the job, as specified on the job posting details.

Work Complexity
Requires an extensive knowledge of principles and practices within several professional fields. Work is broad in scope, covering one or more functional areas. Policy, procedure or precedent may actually be created and recommended by this position.

Change in Knowledge
The knowledge and/or technology used in the job changes frequently, requiring frequent study and training. Job may require recertification or continuing education.

Problem Solving
Requires extensive research that involves obtaining information through the coordination of numerous different areas of expertise, typically involving resources from outside the University. Problems and/or situations analyzed are extremely complex and often unprecedented.

Impact of Decisions
Inside Department Considerable.
Outside Department Considerable.
Outside University Considerable.

Judgment
Activities and decisions are highly complex. Significant independent action and judgment are required subject to university-wide policies.

Supervision
Involves scheduling, supervision and evaluation of work as a manager or equivalent. Acts as focal point for recommending hiring/termination decisions, performance management, salary increases and disciplinary actions and/or budget management. Responsibility of this job can include a large functional department or a smaller diverse area.

Customer Service
Internal Service Evaluates/recommends modifications to services or processes
External Service Evaluates/recommends modifications to services or processes

Environmental Conditions
Working conditions Work is normally performed in a typical interior work environment which
does not subject the employee to any unpleasant elements.

Physical Effort
Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk
Work environment involves minimal exposure to physical risks.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.