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## SECTION D-3

### JOB DESCRIPTION MANAGER

## University of Houston Job Description

### *Mgr, Audit*

Job Code: **D6S4**                      Pay Plan: **UHE**                      Family: **Centralized Services**  
FLSA: **E**                                  Pay Grade: **113**                      Sub Family: **Finance**

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

### ***Summary***

Performs professional auditing work in the planning and management of reviews of organizational and functional activities. Also responsible for coordinating special projects, directly supervising information technology audit activities; maintaining the audit management system; and supervising the work of Audit Supervisors as directed by the Assistant Director and Director.

### ***Job Duties***

1. Maintains a broad perspective/overview of ensuring accomplishment of audit plan.
2. Ensures conformance with the Institute of Internal Auditor's standards and departmental quality assurance standards.
3. Oversees planned audit engagements, including: determining areas of specific risk for each engagement; significant involvement in audit planning and audit results to include the preparation of audit work programs, man-hour and staff schedules and the determination of auditing procedures to be used; directing, counseling, and instructing audit staff and reviewing work for sufficiency of scope and accuracy; and monitor budgeted project hours.
4. Obtains, analyzes, and appraises evidentiary data as a basis for an informed, objective opinion of the adequacy and effectiveness of processes and system (manual and automated), including the identification and evaluation of key internal control points.
5. High level knowledge of auditing procedures, including statistical sampling and the use of various computer systems and software.
6. Recommends improvements to internal controls to help ensure proper accountability, compliance with laws/regulations, safeguarding of assets, and reliability and integrity of reported information and appraises the adequacy of the corrective action taken to improve deficient conditions.
7. Prepares/reviews audit reports.
8. Assists the Assistant Director in recruiting and supervision of professional audit staff.
9. Coordinates the work performed on special projects and supervises the work of Audit Supervisors, as directed by the Assistant Director and Director.
10. 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 a broad knowledge of principles and practices within a professional field. Work is very nonstandardized and widely varied, involving many complex and significant variables.

***Change in Knowledge***

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

***Problem Solving***

Requires in-depth analysis to interpret and evaluate obscure/vague information in the development of new solutions for complex technical and/or managerial problems. Exercises discretion and independent judgment in comparing and recommending numerous solutions. Problems may be atypical within the unit. Analytical ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situation.

***Impact of Decisions***

|                    |               |
|--------------------|---------------|
| Inside Department  | Considerable. |
| Outside Department | Considerable. |
| Outside University | Moderate.     |

***Judgment***

Activities and decisions are varied in nature, requiring the solving of both common and unusual problems. The job's manager is consulted for clarification of policies only where needed.

***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 | Solves unusual customer problems |
|------------------|----------------------------------|

External Service            Develops/implements customer related service programs

***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.***

Last updated: 9-28-2009