

## SECTION D-4

### JOB DESCRIPTION SUPERVISOR

## University of Houston Job Description

### *Spvr, Audit*

Job Code: **D6S9**                      Pay Plan: **UHE**                      Family: **Centralized Services**  
FLSA: **E**                                  Pay Grade: **112**                      Sub Family: **Finance**

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

### ***Summary***

Under minimum supervision, performs professional auditing work involved in the planning and supervising of reviews of organizational and functional activities. Evaluates the adequacy and effectiveness of institutional controls over those activities.

### ***Job Duties***

1. Oversees planned audit engagements, including: determining areas of specific risk for each engagement, significant involvement in audit planning and audit results to include preparation of audit work programs, man-hour and staff schedules.
2. Directs, counsels and instructs audit staff and reviews their work for sufficiency of scope and accuracy.
3. 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. Monitors budgeted project hours.
5. Determines the auditing procedures to be used, including statistical sampling and the use of various computer software and computer systems.
6. Identifies the key control points of the system.
7. Obtains, analyzes and appraises evidentiary data as a basis for an informed, objective opinion of the adequacy and effectiveness of the system.
8. Prepares/reviews audit reports.
9. Appraises the adequacy of the corrective action taken to improve deficient conditions.
10. Assists the Assistant Director in staff recruiting.
11. Ensures conformance with Institute of Internal Auditors standards including that departmental quality assurance standards are met.
12. Evaluates internal controls related to Information Systems.
13. Maintains a broad perspective/overview of ensuring accomplishment of audit plan.
14. Supervises the work of professional audit staff within the department.

### ***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 four (4) 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 general scheduling and review of work as a working supervisor or lead person over one or more employees doing the same type of work. Work is typically routine and requires general instructions.

**Customer Service**

Internal Service Provides information to customers

External Service Provides information to customers

***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