University of Houston
Job Description

Auditor 2

Job Code: D6S7  Pay Plan: UHE  Family: Centralized Services
FLSA: E  Pay Grade: 110  Sub Family: Finance

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

Summary
Performs professional auditing work involved in planning and conducting reviews of organizational and functional activities. Evaluates the adequacy and effectiveness of institutional controls over those activities.

Job Duties
1. Audits records and documents and determines violation and/or non-compliance with management policies/statutes/regulations.
2. Detects and explains account irregularities, and secures and determines facts through audit investigations.
3. Surveys functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control.
4. Assists with planning activities for audits.
5. Evaluates accounting systems and internal controls.
6. Obtains, analyzes and appraises evidentiary data as a basis for an informed, objective opinion of the adequacy and effectiveness of accounting and operating systems.
7. Prepares formal written reports and recommendations.
8. 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 two (2) 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**

None.

**Work Complexity**

Requires in-depth knowledge of principles and practices within a specific area of a professional field. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

**Change in Knowledge**

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

**Problem Solving**

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

**Impact of Decisions**

- Inside Department: Moderate.
- Outside Department: Moderate.
- Outside University: Moderate.

**Judgment**

Activities and decisions are varied in nature, requiring independent action and judgment in solving common problems. Unusual cases or questionable matters are resolved with the job's immediate supervisor.

**Supervision**

No supervisory responsibility.

**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