

SECTION D-1

JOB DESCRIPTION CHIEF AUDIT EXECUTIVE

University of Houston Job Description

Chief Audit Executive

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

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

Summary

The Chief Audit Executive is the officer responsible for directing and coordinating a comprehensive program of auditing for the University of Houston System. The Chief Audit Executive reports directly to the Chair of the Audit and Compliance Committee of the Board of Regents with access to the Chancellor.

Job Duties

1. Establish policies for the auditing activity and direct its technical and administrative operations.
2. Develop and execute a comprehensive audit program for the evaluation of the management controls provided over all University activities.
3. Recommend improvements of management controls designed to safeguard university resources and ensure compliance with government laws and regulations.
4. Review procedures for their adequacy to accomplish intended objectives and appraise policies and plans relating to the activity or function under audit review.
5. Reports to the Audit and Compliance Committee of the Board of Regents and the Chancellor the results of audit examinations, including recommendations for improvements and departmental responses.
6. Appraise the adequacy of the action taken by management to correct reported deficient conditions.
7. Conduct special examinations at the request of management, including review of representations made by persons outside the university.
8. Coordinate the work of external auditors.
9. System-wide compliance officer.
10. Perform the 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 six (6) years of directly job-related experience in audit and fiscal operations (supervisory experience and public accounting experience, preferable).

Certification/Licensing

Requires a CPA or CIA certification.

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

Supervises all internal auditing staff.

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.

Last updated: 9-28-2009