

SECTION D-6

JOB DESCRIPTION AUDITOR 3

University of Houston Job Description

Auditor 3

Job Code: **D6S6** Pay Plan: **UHE** Family: **Centralized Services**
FLSA: **E** Pay Grade: **111** Sub Family: **Finance**

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

Summary

Under minimum supervision, performs senior-level 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. Responsible for conducting and documenting complex audit projects; provides functional advice, technical guidance and direction to less-experienced auditors. Monitors budgeted project hours.
2. Directs, counsels and instructs assistants to the audit and reviews their work for sufficiency of scope and accuracy.
3. Analyzes functions and activities in assigned areas; reviews the adequacy of the system of control that affect operational activities.
4. Plans activities for implementing the theory and scope of internal audits, and prepares the audit program.
5. Determines the auditing procedures to be used.
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 formal written reports and recommendations.
9. Appraises the adequacy of the corrective action taken to improve deficient conditions.
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 three (3) 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 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