#### **SECTION D-8**

# JOB DESCRIPTION AUDITOR 1

# University of Houston Job Description

# Auditor 1

Job Code:	D6S8	Pay Plan:	UHE	Family:	Centralized Services
FLSA:	E	Pay Grade:	109	Sub Family:	Finance

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

## Summary

Audits financial, budgetary, payroll and other records and operations for compliance with university policies and procedures.

# 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. Performs detailed examinations of accounting records for accuracy and compliance with legal and administrative requirements.

4. Evaluates accounting systems and internal controls.

5. Prepares formal written findings and recommendations.

6. 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 one (1) year 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

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. Moderate.   Outside Duriversity Moderate.   Moderate. 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 Provides information to customers   Internal Service Provides information to customers   External Service Provides information to customers   Evtronmental Conditions Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.		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.					
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does not subject the employee to any unpleasant elements.	Environmental Conditions						
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Physical Effort standing, etc.	Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.					
Physical Risk Work environment involves minimal exposure to physical risks.	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