

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

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