

Auditor II, Internal

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 101000

Job Series/Job Family: President's Series / Internal Audit Family

Reports To

Internal Audit Director

Job Purpose

To coordinate and execute the annual audit plan and audit activities, coordinate risk assessment processes; perform administrative tasks related to the Office of Internal Audit.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates audit activities in accordance with applicable laws, college policies, and auditing standards.
2. Assists in identifying the audit population; assists in designing audit programs for scheduled areas of risk; assists with coordinating the Enterprise Risk Management (ERM) process.
3. Provides assistance in planning, designing, scheduling, and implementing training sessions initiated by the Office of Internal Audit.
4. Coordinates administrative support in relation to the completion of audit files, ordering and purchasing office supplies and equipment, processing approved internal budget transfers, and other administrative tasks as required.
5. Coordinates with various departments requesting consulting services.
6. Provides assistance with the investigation of alleged fraud and material misconduct.
7. Assists with planning the internal audit Master Plan initiatives as required.
8. Serves on shared governance committees or boards as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Audit standards, methods, activities and processes.
- Public accounting and financial rules, laws, standards, and practices.
- Records and supporting documentation utilized in audit processes.
- General processes in relation to fraud investigation and risk management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating audit activities, records, and documentation.
- Complying with applicable laws, policies and standards in relation to audits.

- Coordinating with departments that request consulting services.
- Providing general administrative support.
- Maintaining confidentiality of information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years accounting/audit work experience.

Education

Required

- Bachelor's degree in Accounting, Business, or Auditing.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.