JOB DESCRIPTION – STAFF AUDITOR WITH INFORMATION TECHNOLOGY EXPERIENCE

DEPARTMENT: Internal Auditing Services
TITLE: Staff Auditor
LAST REVISED: 9/11/19

REPORTING RELATIONSHIPS

REPORTS TO: Senior Auditor, Chief Audit Executive
COORDINATES WITH: Audit Management; Senior Management; All Departments; External Auditors
SUPERVISES: None

JOB FUNCTIONS

Range of Responsibility: Performs professional internal auditing work. Work involves using data mining software to perform continuous monitoring of financial data; conducting performance, financial and compliance audit projects; providing consulting services to the organization’s management and staff; and providing input to development of the Annual Audit Plan. Maintains all organizational and professional ethical standards. Works under limited supervision with moderate latitude for initiative and independent judgment.

Other essential duties include, but are not limited to:

- Assists in identifying and evaluating the organization’s risk areas and provides input to the development of the Annual Audit Plan.
- Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers.
- Identifies, develops, and documents audit issues and recommendations using independent judgment concerning areas being reviewed.
- Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations to management and the Board of Trustees.
- Develops and maintains productive client and staff relationships through individual contacts and group meetings.
- Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with coworkers.
- Represents Internal Audit on organizational project teams and at management meetings.
- Performs related work as assigned by audit management.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree in Accounting or Information Technology from an accredited college or university.
- Two years of full-time experience in information technology and auditing, accounting, business analysis, or program evaluation.
- A certification as a CIA, CPA or CISA may substitute for one year of required experience.
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Must also have the following demonstrated knowledge, skills, and abilities:

- Proficient skills in using data mining software.
- Ability to perform continuous monitoring of financial data.
- Knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices.
- Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors.
- Knowledge of management information systems terminology, concepts and practices.
- Knowledge of industry program policies, procedures, regulations and laws.
- Skill in conducting quality control reviews of audit work products.
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- Skill in negotiating issues and resolving problems.
- Skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses.
- Skill in effective verbal and written communications, including active listening skills and skill in presenting observations and recommendations.
- Ability to establish and maintain harmonious working relationships with co-workers, agency staff and external contacts, and to work effectively in a professional team environment.
- Skill in time management.
- Skill in attention to detail.

PREFERRED QUALIFICATIONS

- Experience in auditing and accounting.
- Certification as a CIA, CPA, or CISA.

TERMS OF EMPLOYMENT

- Twelve months with salary in Group M of the Administrative/Supervisory Salary Schedule.

This job description is intended only to describe the general nature of the position and does not constitute an all-inclusive list of duties, nor of the knowledge, skills, and abilities required to perform the job.