
Auburn University Job Description

Job Title: **Mgr, Internal Audit**

Job Family: No Family

Job Code: **KC02**

Grade LC12 \$66,900 - \$120,400

FLSA status: Exempt

Job Summary

Manages audit schedules and resources while planning and performing audits, investigations, and special projects.

Essential Functions

1. Plans and performs audits, investigations, or special projects as well as documents the performance of the same in accordance with IIA standards and communicates these results via audit reports and/or presentations.
2. Provides guidance to all levels of Auditors and student assistants in the performance of their duties to include work papers and reports to ensure completeness and compliance with IIA standards.
3. Communicates the results of audits, investigations, and special projects to management and other relevant individuals via written reports and presentations.
4. Assists the director in the assessment of risks and preparation of the annual audit plan.
5. Assists and advises management and staff regarding financial and accounting matters, proper policies and procedures, internal controls, and risk management.
6. Serves as a resource contact for controls, policies and procedures, and risk management.
7. Provides guidance to Auburn University management and staff regarding financial policies and procedures, internal controls, and risk management.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Management, Finance, Accounting, or related field
Experience (yrs.)	5	Experience in the policies, laws and practices of internal auditing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of internal auditing standards and techniques, accounting principles, and state and federal regulations.

Certification or Licensure Requirements

Certified Internal Auditor or Certified Public Accountant

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012
