



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 09/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Senior Auditor

### ***JOB SUMMARY***

Performs audit work for the Office of Internal Audits. Responsibilities include financial, operational, compliance, and audits. Performs consulting related work as appropriate. Work is supervised and reviewed by the Director of Internal Audits. Performance is based on the effective completion of audits and other engagements. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director of Internal Audits

*Supervises:* No supervisory responsibilities

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Performs independent audits that include reviewing operations to ensure reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguarding of assets, and compliance with laws, regulations, and contracts.
- Performs project level risk assessments.
- Interviews personnel to obtain relevant information and an understanding of the audit area.
- Reviews documentation to ensure proper compliance with university policies and applicable laws, rules, and regulations.
- Reviews information systems and evaluates their effectiveness, reliability, and security.
- Reviews documentation of physical assets determining the degree to which they are utilized and safeguarded.
- Reviews documentation for internal control deficiencies, fraud, or compliance issues.
- Prepares audit reports and provides recommendations.
- Performs fraud investigations, as necessary.

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- Performs consulting engagements, as appropriate.
- Assists the Director of Internal Audits to develop new audit steps and innovative auditing techniques.
- Performs workpaper review and report review on audits conducted by the Director of Internal Audits to provide appropriate cross review.
- Assists the Director of Internal Audits on ongoing and annual risk assessments including assistance in developing the Annual Audit Plan.
- Manages the Office of Internal Audits in the absence of the Director.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Accounting, Business, or a related field.

### **EXPERIENCE**

Three or more years of progressively responsible auditing experience. Auditing experience in higher education and/or governmental area preferred. CPA and/or professional certifications such as CIA, CISA, CFE or CGAP preferred. Familiarity with the International Standards for the Professional Practice of Internal Auditing and Institute of Internal Auditors Code of Ethics required. Familiarity with the Texas Internal Auditing Act preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES- The following are essential:**

- Knowledge of the Texas Internal Auditing Act.
- Knowledge of the International Standards for the Professional Practice of Internal Auditing and related Code of Ethics.
- Knowledge of internal control concepts.
- Knowledge of auditing techniques.
- Knowledge of compliance concepts and requirements at the institution, state, and federal level.
- Knowledge of computer systems and information security concepts.
- Knowledge of fraud related concepts and investigations techniques.
- Ability to plan, organize, and perform audit and consulting engagements effectively.

- Ability to establish and maintain effective and positive work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

**Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the**

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***differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***