AUBURN
Human Resources

Mgr, Internal Audit

Job Description

JOB INFORMATION

Job Code	KC02
Job Description Title	Mgr, Internal Audit
Pay Grade	LC12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Internal Audit

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- 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.
- Communicates the results of audits, investigations, and special projects to management and other relevant individuals via written reports and presentations.
- Assists the director in the assessment of risks and preparation of the annual audit plan.
- Assists and advises management and staff regarding financial and accounting matters, proper policies and procedures, internal controls, and risk management.
- Serves as a resource contact for controls, policies and procedures, and risk management.
- Provides guidance to Auburn University management and staff regarding financial policies and procedures, internal controls, and risk management.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business Administration, Management, Finance, Accounting, or related field	and	5 years of	Experience in the policies, laws and practices of internal auditing	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Internal Auditor (CIA)			Required	Or
Certified Public Accountant (CPA)			Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing		X				
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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