AUBURN
Human Resources

# Internal Auditor I

Job Description

## JOB INFORMATION

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| Job Code | KC03A |
| Job Description Title | Internal Auditor I |
| Pay Grade | LC08 |
| Range Minimum | $51,470 |
| 33rd % | $61,770 |
| Range Midpoint | $66,910 |
| 67th % | $72,060 |
| Range Maximum | $82,350 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/31/2022 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Plans and performs financial and operational audits and assignments of University units.

## RESPONSIBILITIES

- Plans audits and assignments in accordance with Institute of Internal Auditors (IIA) standards while documenting assignments in work papers and audit files.
- Performs audits and assignments in accordance with IIA standards while documenting audit testing and work.
- Develops recommendations to improve operations and processes to ensure appropriate internal controls are in place to reduce risks.
- Assists and advises management and staff regarding financial and accounting matters, policies and procedures, and internal controls.
- Assembles reports and work papers and performs various clerical duties as needed.
- Represents the Internal Auditing Department on University committees and other meetings.

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

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## 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 Accounting is preferred.*<br>Degree in Business, Management, Finance, or closely related field is acceptable but must be accompanied by the Certified Internal Auditor (CIA) or Certified Public Accountant (CPA).<br><br>*See Certification or Licensure Requirements for further details. | and | 0 years of | Experience in the policies, laws and practices of internal auditing | |

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| 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 LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| Certified Internal Auditor (CIA) | required only when degree is not in Accounting. | Upon Hire | Required | Or |
| Certified Public Accountant (CPA) | required only when degree is not in Accounting. | Upon Hire | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

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