AUBURN
Human Resources

Internal Auditor II

Job Description

JOB INFORMATION

Job Code	KC03B
Job Description Title	Internal Auditor II
Pay Grade	LC09
Range Minimum	$55,760
33rd %	$68,770
Range Midpoint	$75,280
67th %	$81,780
Range Maximum	$94,790
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/31/2022

JOB FAMILY AND FUNCTION

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

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.* 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). *See Certification or Licensure Requirements for further details.	and	2 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 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

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