The University of Texas at El Paso

Job Overview			
Job Title	Internal Senior Auditor II	**FLSA Status**	Exempt
Job Code	19133	**Creation Date**	December 14, 2010
Department	Auditing	**Revision Date**	May 15, 2018

Position Details	
Purpose	Leads the planning, performance, reporting and follow up of internal audits and other assigned projects and tasks, independently with minimal supervision.
Duties and Responsibilities	Independently leads routine and complex internal audits and projects. Independently leads, plans and participates in interviews with client contacts and senior management to include in-depth discovery and non-traditional research. Leads planning of internal audits and conducts research to obtain background information. Identifies risks and related controls, including potential fraud risks, during planning and fieldwork independently. Develops audit objectives, scope and work program. Performs fieldwork activities and conducts client interviews and other client interactions independently. Documents work performed in accordance with Standards. Reviews compliance with standards and quality of work on complex audits. Reaches reasonable conclusions based on work performed. Independently documents initial observations and recommendations to mitigate risks and improve controls. Communicates timely with clients to ensure identified issues are accurate. Prepares audit reports including preparation of outlines, preparation of draft reports, review of the drafts with the clients, and preparation of the final reports. Independently communicates with client. Delegates tasks, establishes priorities, supervises auditors on multiple and complex audits, communicates status of audits, timely communications to client for all phases of the audit and leading client meetings.

Duties and Responsibilities Continued	Sets deadlines for the completion of project, monitors project budget and timeline for complex projects, and provides clear direction to all team members on their assignments, encourages input from all team members, and provides evaluative feedback to team members in a timely manner. Reviews auditors work for compliance with Standards and quality of work. Leads complex projects or participates in investigations with minimal supervision. Occasional travel required. May require infrequent evening or weekend hours. Knowledge of all Microsoft Office software and able to learn and use institutional software systems. Complies with all State and University policies. Other duties may be assigned. Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.		
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to feel. The employee is frequently required to talk or hear. The employee is occasionally required to walk and reach with hands and arms.	**Work Environment**	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Qualifications			
Minimum Education Required	Bachelor's degree from four year college or university within area of assigned responsibility.	**Minimum Experience Required**	Five years or related experience in commercial or governmental auditing and/or accounting.
Preferred Education Required	Must have one of the following certifications Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA).	**Preferred Experience Required**	Experience and knowledge of Teammate, PeopleSoft and Banner.
Core Competencies			
Quality of Work	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	**Productivity**	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive
Reliability	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	**Teamwork**	Collaboration Interpersonal Skills Networking Communication Contribution
Position Specific Competencies			
1		**4**	
2		**5**	
3		**6**	
Equal Opportunity/Affirmative Action Statement			
The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.			

Note: The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Additional Information