

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Audit Manager  
Code: 19131  
Salary Grade: 63  
FLSA Status: Exempt  
Department/Division: Auditing and Consulting Services  
Reports To: Director Audit and Consulting Services

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## *Summary*

- Function: To plan, schedule and manage multiple complex internal audit assignments.
- Scope: Responsible for conducting and managing complex internal audit projects for university activities in accordance with the International Standards for the Professional Practice of Internal Auditing, state regulations, and university regulations.

## *Duties*

- Typical:
  1. Plans, organizes, supervises and performs multiple complex internal audit projects.
  2. Reviews audits for completeness, compliance with standards, uniformity in method, adherence to statutes.
  3. Prepares, reviews and approves audit reports and work papers of assigned staff for consistency of quality across multiple audit projects.
  4. Provides assistance in the development of annual audit plan.
  5. Participates in setting the strategic direction and priorities of the office.
  6. Provides advisory/consulting services to various departments, task forces, and committees.
  7. Provides employee training and professional development.
  8. Prepares and conducts annual and project performance evaluations for assigned staff.
  9. Performs administrative tasks such as analyzing various management reports.
  10. Interacts with UTSA Senior Management, UT System Audit Office, and other external agencies to discuss internal audit activities.
  11. Performs other duties as assigned.

- Periodic:
  1. Assists state and federal auditors as requested.
  2. Attends continuing professional education seminars.
  3. Manages investigations of fraud, waste, and/or abuse.
  4. Acts as the Director in this person's absence.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Master's degree with a specialty in accounting, finance or management from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Certified Internal Auditor or Certified Public Accountant.
Ability to interact in a professional manner with faculty, staff, and the public.	
Excellent written and oral communication skills	
Thorough knowledge of professional auditing standards and techniques and accounting principles and practices.	
Independent decision making and problem solving ability.	
Demonstrated effective interpersonal skills.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Six years of professional auditing or accounting related experience to include two years of supervisory or work leadership experience.	More than seven years of professional auditing or accounting related experience to include three years of supervisory experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Use of personal computer and standard office equipment.	NA

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office environment.	Work performed on concurrent multiple projects under pressure of rigid deadlines and/or time limitations.
	May required extended hours.
	Some travel is required.

***Supervision***

<b>Received</b>	<b>Given</b>
General review and specific instructions from Director.	Direct supervision of assigned staff.

***Accuracy***

Proficiency in all duties performed. Exacting accuracy in all phases of technical work.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.