

# The University of Texas at San Antonio

## Job Description

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Job Title: Internal Auditor II  
Code: 9136  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Auditing and Consulting Services  
Reports To: Audit Manager

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## Summary

- Function: To provide intermediate auditing skills to perform audit projects.
- Scope: Responsible for internal audit projects in accordance with the International Standards for the Professional Practice of Internal Auditing, state regulations, and university regulations.

## Duties

- Typical:
  1. Applies intermediate auditing skills to portions of internal audit projects.
  2. Assists in conducting risk assessments to evaluate internal control; developing audit objectives and programs; providing assistance to project supervisor in planning/organizing audits; and preparing paperwork to document test work conducted.
  3. Assists in developing and presenting oral and written audit reports to management during and at the conclusion of the examination, discussing deficiencies and recommending corrective action.
  4. Establishes rapport with departments in order to achieve the objectives of the audit project and may assume full responsibility on small audit projects.
  5. Perform additional duties as assigned.
- Periodic:
  1. Assists system, state, and federal auditors as requested.
  2. Attends continuing professional education seminars.

## Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Accounting or General Business from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent written and oral communication skills.	Certified Internal Auditor or Certified Public Accountant.
Demonstrated effective interpersonal skills.	
Ability to interact in a professional manner with faculty, staff, and the public.	Knowledge of accounting principles and practices, professional auditing standards and techniques.
Criminal Background Check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years experience in commercial or governmental accounting and/or auditing.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Use of personal computers and standard office equipment.	N/A

***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. Some travel required. May require extended hours.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision on technical work with limited supervision on routine procedures.	May supervise student assistants.

***Accuracy***

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