

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Information Systems Auditor  
Code: 19201  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: Auditing and Consulting Services/Business Affairs  
Reports To: Director of Auditing and Consulting Services

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## *Summary*

- Function: To audit complex information systems throughout the university.
- Scope: Responsible for performing complete audits of complex computer applications and technological solutions.

## *Duties*

- Typical:
  1. Manages audit processes, including planning and developing audit testing and evaluations, and supervising and training staff.
  2. Reviews and tests computer applications and information systems technology of varying complexity.
  3. Performs audits of computing environments and computer applications. Interprets results against defined criteria. Oversees effectiveness and efficiency of audit.
  4. Assesses and applies internal control concepts to information technology processes. Identifies and evaluates ineffective and/or missing control practices.
  5. Identifies and dimensions financial, operational and compliance risks affecting system design, modification and processing activities. Formulates recommendations.
  6. Documents facts and information in support of work done and conclusions formulated.
  7. Evaluates audit results. Communicates results verbally and in writing.
  8. Performs other duties as assigned.
- Periodic:
  1. Performs special projects, as assigned.
  2. Attends professional seminars.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in a related field.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Working knowledge of The University of Texas at San Antonio business processes, policies and procedures; governance practices and regulatory obligations related to information systems.

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of information system audit experience.	Four years of similar experience in higher education or a government entity.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional travel.
Work is performed on multiple, concurrent projects under pressure of strict deadlines and/or time limitations.	Extended and/or non-standard work hours may be required.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from administrator. Work is performed independently, as a team lead or as a team member.	General supervision of assigned staff.

***Accuracy***

Proficiency in all phases of the duties performed. Position requires attention to detail and precision in applying professional and departmental standards.
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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.

***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.