JOB DESCRIPTION

Audit Manager

Definition of Class
This is a supervisory position in which the incumbent manages activities of Internal Audit department and performs professional level duties using auditing standards and practices for the internal auditing functions of the University. Incumbent exercises discretion and independent judgment in developing, implementing, and evaluating audit plans; performing University risk assessment; and planning and conducting audits. Work includes auditing university departments and programs for compliance with applicable laws, policies, and procedures, testing internal controls, and making recommendations to improve business processes.

Examples of Work Performed
Manages daily activities and tasks of personnel in the Internal Audit department.

Trains, supervises, reviews work, and coordinates activities of audit personnel.

Assists Director in performing University risk assessment; interfacing with University administrators to gather information, assess needs, and submit written requests to appropriate personnel; developing weighting system for risk components.

Assists Director in developing, updating, implementing, evaluating, and approving short-term and long-term audit plans. Determines audit needs based on risk assessment and prepares audit plans.

Responds to requests from the IHL as requested by the Director and acts as liaison with external auditors and IHL Audit Committee in absence of the Director

Plans and conducts audits which includes reviewing accounting policies and procedures, interviewing employees, retrieving documents, providing analytical reviews, making data comparisons, analyzing operating procedures, and writing reports.

Develops audit reports, including recommendations for improved business processes and internal controls, and consults with departmental employees concerning financial and accounting functions. Prepares and submits departmental reports both internally and externally.

Performs follow-up audits to ensure implementation of appropriate corrective action.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists Director in developing, implementing, and evaluating annual risk assessment.
2. Trains, supervises, reviews work, and coordinates the activities of audit staff.
3. Manages the daily activities of the department.
4. Assists Director in developing, updating, implementing, evaluating, and approving short-term and long-term audit plans.

5. Plans and conducts audits.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in Accounting or related field.  

AND

**Experience:**
Four (4) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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