JOB DESCRIPTION

Internal Auditor

Definition of Class
This is a professional position in which the incumbent performs duties with the support of an upper-level auditing position using auditing standards and practices for the internal auditing functions of the University. Work includes auditing University departments and programs for compliance with applicable laws, policies, and procedures, testing internal controls, making recommendations to improve business processes, and exercises discretion and independent judgment.

Examples of Work Performed
Performs audits with the support of an upper-level auditing position which include reviewing accounting policies and procedures, interviewing employees, retrieving documents, providing analytical reviews, making data comparisons, inspecting physical operations, investigating irregularities and errors, and writing reports.

Examines and analyzes records and other accounting documents to ensure effectiveness of internal controls, accuracy of transactions, and compliance with applicable laws and University policies and procedures.

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

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

Performs special reviews at the request of University administration.

Investigates reports of fraudulent activities to detect and prevent losses or abuses of University property.

Approves audit-related work of assigned student interns and graduate assistants.

Assists other departments as assigned.

Performs related or similar duties as required or assigned.

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. Inspects the fiscal operations for errors or irregularities.

2. Analyzes records to ensure accuracy of transactions and compliance to laws and university policies and procedures.

3. Prepares reports and analyses based on audit results.

4. Evaluates operational effectiveness and internal controls of departments and processes.

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 regularly required to talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to sit; and reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

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

  AND

- **Experience:** Two (2) 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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