Definition of Class
This is a professional position in which the incumbent performs higher level duties independently and serves as team lead on assigned projects using auditing standards and practices for the internal auditing functions of the University. Incumbent performs audit planning, and auditing engagements. 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 higher level duties independently using auditing standards and serves as the team lead on assigned projects.

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.

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

Approves and monitors audit-related work of graduate assistants

Assists with annual risk assessment.

Assists with department reporting requirements.

Assists with day-to-day departmental administrative tasks.

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. Performs complex and detailed audit work independently and serves as team lead on assigned projects.

2. Plans and conducts audits, and prepares recommendations.

3. Coordinates investigations and meets with external auditors.
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 in Accounting or a related field from an accredited four-year college or university.

  AND

  Experience:
  Three (3) 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.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.