<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Education/ Experience (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 56E   | Audit I        | Bachelors degree in accounting, or business administration 3+ years of related experience. | • Completes assigned audit procedures of audit programs in compliance with professional standards for the practice of internal auditing and departmental standards  
• Gathers and analyzes financial, HR, operational and/or other data using spreadsheets and other means to synthesize data from a wide array of sources in support of risk evaluations  
• Talks with auditees to gain an understanding of their operations, assists them in documenting the control process and makes recommendations on courses of action  
• Informs audit manager of the status of the audit work assigned and of any identified or potential control weaknesses; makes recommendations on possible solutions  
• Finalizes audit working papers in support of the audit work performed in accordance with department working paper standards | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function providing audit services for a variety of areas. Interacting regularly in a consultative role with Managers of a tub/unit | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) $E = $exempt, $N = $non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion