## FINANCE JOB FUNCTION GUIDE

### Audit Job Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/Role</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>
| 57E   | Audit II      | Bachelors degree in accounting or business administration 5+ years of related experience. CIA or CPA preferred | • Completes audit sections assigned in accordance with department guidelines and in compliance with professional standards for the practice of internal auditing  
• Provides assistance to the audit manager in assessing risk and defining scope of the audits  
• Make recommendations for improvements in control and efficiency of operations to the auditor in charge and auditee.  
• Conducts interviews with auditee personnel; documents and evaluates processes and procedures followed in the organization; writes/modifies audit programs as required to address identified risks  
• Assures audit work performed is documented in accordance with department standards and working papers support audit conclusions reached  
• Designs verbal and written communications of the audit results to the auditee as required  
• Informs the audit manager of the status of the audit work, potential findings and problems encountered | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function on multiple audit projects. As a lead, designing scope of audits. | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

### 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