## FINANCE JOB FUNCTION GUIDE

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| 58E   | Audit III      | Bachelors degree in accounting or business administration  
9+ years of related experience.  
CIA or CPA preferred  
Supervisory experience | • Plans, organizes and directs audits in accordance with department guidelines and in compliance with professional standards for the practice of internal auditing  
• Defines the scope and objectives of audits based on analytical auditing procedures and a review of the auditees’ business  
• Interacts with auditee management to foster on-going partnering. Communicates audit specifics to auditee to ensure scope, objectives, status and other details are understood  
• Assures all issues and opportunities are brought to the attention of the appropriate, responsible individual and corrective actions are discussed  
• Prepares timely “value added” audit reports. Assures report contents are supported by competent evidential data  
• Responsible for creating and updating audit program as needed | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function. Manages Audits. Supervise a large department or multiple smaller departments. | 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  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

### 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