Job Title: Auditor

Job Code: 41010

JOB SUMMARY

The Auditor is responsible for performing professional, performance-related and financial-related audits.

MAJOR DUTIES

Audits accounting and statistical data, ledger accounts, financial and other related records of the technical colleges as part of a team or individually;
Develops and/or maintains departmental audit standards or procedures, or reviews the work of outside auditors to ensure quality control;
Reviews account books and accounting or financial computer systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions;
Prepares reports on audit results which may recommend procedure and policy improvements;
Prepares and maintains databases, evidence, files and confidential documents;
Researches financial history, previous payments, balance sheet details or prior audit findings, responds to protests and resolves related issues;
Assists departments with investigations of new technologies or processes to improve operations or services;
Identifies goals and measures as required by colleges, accrediting agencies, and federal, state and local agencies;
Reviews results of audits and facilitate discussions to address the need for improvement.

COMPETENCIES

Knowledge of basic auditing and examination procedures
Ability to make accurate calculations
Knowledge of technical report writing
Ability to prepare clear and accurate reports
Skill in the use of computers and job related software programs
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills

MINIMUM QUALIFICATIONS

A Bachelor’s degree in a related field at a four-year college or university *and* Two (2) years of professional auditing or accounting work

Note: Experience may substitute for the degree on a year-to-year basis.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.