General Description
Performs entry level, professional duties for the internal auditing functions of the University.

Examples of Duties
- Assists in auditing departments for compliance with established policies and procedures.
- Assists in reviewing accounting policies and procedures.
- Prepares financial reports for management.
- Reconciles bank statements.
- Assists in auditing departments to assure assets and liabilities are properly recorded.
- Maintains audit files and databases.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University’s accounting policies.
- Knowledge of auditing practices.
- Knowledge of accounting software packages.
- Effective communication skills.
- Effective organizational skills.
- Effective math skills.
- Ability to prepare financial statements and reports.

Minimum GSU Hiring Standards
Bachelor’s degree in Business Administration or a related field; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.