Job Title: Auditor III

BCAT Code: 09LX20  Effective Date: April 1, 2007
Pay Grade: G15    FLSA Status: Exempt  Revision Date: July 1, 2013

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

Examples of Duties
- Trains and supervises lower level employees involved in auditing functions.
- Audits departments for compliance with established policies and procedures.
- Reviews accounting policies and procedures.
- Develops new accounting policies and procedures.
- Prepares financial reports for management.
- Reconciles bank statements.
- Audits 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.
- Ability to supervise and direct the work of others.

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