Job Title: Auditor, Senior

BCAT Code: 09LU01
Pay Grade: G19
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs advanced level audit duties and serves as the Auditor-In-Charge for audits and special projects.

Examples of Duties
- Conducts planning meetings with audit management.
- Serves as subject-matter-expert on audit related issues.
- Serves as auditor-in-charge for audits and special projects.
- Assigns audit programs to audit staff.
- Supervises audit staff and programs.
- Communicates audit scope and progress to the Director and Associate Director.
- Trains staff and maintains information systems.
- Assists staff in developing and administering audit tests and procedures.
- Performs other professional administrative duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of intermediate computer operations and software, such as spreadsheets, databases, presentations, and word processing.
- Knowledge of auditing practices, University policies, and procedures.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, pay attention to detail, supervise staff, and exhibit excellent customer service skills.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) preferred.

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.