Georgia State University

Job Title: Auditor, IT and Research

BCAT Code: 09LX49  Effective Date: March 1, 2013
Band/Zone: G17   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Plans, performs, and leads internal audits and consulting engagements in a broad range of activities conducted by Georgia State University (GSU), with the focus on interdisciplinary research and sponsored programs.

Examples of Duties
- Assesses interdisciplinary research and sponsored programs, IT systems, processes, risks, controls, and governance to improve efficiency, effectiveness, compliance, and security, and to promote best practices.
- Develops and performs detailed tests based on the risk assessment of each project area.
- Serves as the lead on the assigned projects.
- Performs preliminary and later phases to understand and evaluate the efficiency and effectiveness of sponsored programs, IT systems operations, compliance with policies and regulations, processes, controls, maintenance of accurate financial and operational data, resource utilization, and the accomplishment of set goals.
- Interacts with the operating officials to monitor and report the project progress and obtain information necessary to meet project timelines and assure project completion.
- Validates improvement opportunities.
- Partners with management in developing recommendations and action plans.
- Develops queries for data extraction and analysis to support ongoing projects.
- Prepares reports on the work performed, findings, conclusions, recommendations.
- Assists the Director and Associate Director in departmental administrative functions, such as risk management, audit planning, and personnel matters.
- Meets with management to evaluate the project basis
- Develops project scopes and objectives.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of related federal, state, Board of Regents (BOR), and University laws and regulations.
- Knowledge of audit related procedures and protocols.
- Knowledge of computer applications and database management.
- Effective organizational skills.
- Effective time management skills.
- Ability to work independently.
- Ability to accurately convey detailed information.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of sponsored research and information systems experience. Certification in a field related to internal auditing, information technology, and/or management advisory services (e.g. Certified Public Accountant, Certified Information Systems Auditor and/or Certified Internal Auditor). Master’s degree and six years of related experience 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.

Office of Human Resources  Classification Section