

## **Enterprise-Wide Auditor Job Description**

1. Perform financial, compliance, operational, and investigative audits. Independently conduct all phases of the audit including planning and research, risk-assessment, fieldwork, report development, wrap-up, and follow-up. Concurrently run multiple projects.
2. Research statutes, federal regulations, and other internal and external guidelines affecting the area or process under review. Determine risk areas and the objective of the audit. Determine the operational processes in place and create testing programs to assess the operations based on the goals established. Work is often sensitive, unusual, and has no precedence.
3. Coordinate with the auditee in the conduct and scheduling of all on and off-site fieldwork and meetings. Audits are primarily conducted in Urbana-Champaign. Limited projects occur at other locations such as in Chicago or Springfield.
4. Provide complete and concise analysis of fraud-related investigative work for presentation to law enforcement and the State's Attorney and provide additional information as appropriate or needed for criminal proceedings. Collaborate and help to coordinate multiple office interactions related to internal audit-directed fraud investigations.
5. Identify control weaknesses and opportunities for improving controls, gaining efficiencies, and strengthening compliance with laws and regulations.
6. Communicate with management at all levels of the organization to effectively convey identified opportunities and weaknesses and develop realistic and beneficial recommendations for implementation of solutions. Recommendations may be at a unit, process, or System-wide level.
7. Conduct meetings with operational and financial employees of all levels of the organization. Meetings should promote effective gathering of information and assessing the business, environment, and controls while at the same time providing benefit to the auditee.
8. Consult with faculty, management, and staff on processes, policies, and good business practices on an ad hoc basis.
9. Participate on project teams for business system re-engineering, evaluation of process flows, and financial reviews to provide internal control advice and counsel.
10. Participate in self-evaluation processes and continuous improvement projects within the Office of University Audits.
11. Assist in developing and training new audit staff on organization, processes, policies, systems, and audit techniques.
12. Develop and deliver training on fraud and internal controls to employees. Training venues include regular, recurring, and ad-hoc areas.
10. Communication skills necessary to address audit issues, both orally and in writing, with all levels of management.