

SECTION D-2

JOB DESCRIPTION ASSISTANT DIRECTOR

University of Houston Job Description

Asst Dir, Internal Auditing

Job Code: **D6S5** Pay Plan: **UHE** Family: **Centralized Services**
FLSA: **E** Pay Grade: **115** Sub Family: **Finance**

This position may be security sensitive requiring a criminal history investigation of the final candidate.

Summary

Responsible for planning, organizing and managing planned audit engagements. Also responsible for directly managing audit supervisors/audit manager and providing consultation to audit staff.

Job Duties

1. Monitors planned audit engagements, including: determining areas of specific risk for each engagement, significant involvement in audit planning and reporting audit results, to include review and approval of audit work programs, man-hour budgets and staff schedules.
2. Recommends improvements to internal controls to help ensure proper accountability and compliance with laws/regulations, safeguarding of assets, and reliability and integrity of reported information.
3. Monitors conformance with internal auditing standards and the Institute of Internal Auditors Statement of Responsibilities for Internal Auditing and Code of Ethics.
4. Reviews audit reports.
5. Prepares an annual audit plan and comprehensive risk assessment that considers all auditable areas for all components of the University of Houston System.
6. Monitors progress of execution of annual audit plan.
7. Meets with auditees/management to discuss completed, current and future audit engagements.
8. Conducts special examinations at the request of management and assist campus police departments with white-collar crime investigations.
9. Manages Information Systems audit activities.
10. Monitors the department's quality assurance program.
11. Performs other job-related duties as required.

Job Requirements

Education

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Requires a directly

job-related 4 year degree from a college or university.

Experience

Requires a minimum of five (5) years of directly job-related experience. A master's degree in a job-related field may be substituted for one year of experience.

Certification/Licensing

Requires professional licensing, certification or registration directly related to the job, as specified on the job posting details.

Work Complexity

Requires an extensive knowledge of principles and practices within several professional fields. Work is broad in scope, covering one or more functional areas. Policy, procedure or precedent may actually be created and recommended by this position.

Change in Knowledge

The knowledge and/or technology used in the job changes frequently, requiring frequent study and training. Job may require recertification or continuing education.

Problem Solving

Requires extensive research that involves obtaining information through the coordination of numerous different areas of expertise, typically involving resources from outside the University. Problems and/or situations analyzed are extremely complex and often unprecedented.

Impact of Decisions

Inside Department	Considerable.
Outside Department	Considerable.
Outside University	Considerable.

Judgment

Activities and decisions are highly complex. Significant independent action and judgment are required subject to university-wide policies.

Supervision

Involves scheduling, supervision and evaluation of work as a manager or equivalent. Acts as focal point for recommending hiring/termination decisions, performance management, salary increases and disciplinary actions and/or budget management. Responsibility of this job can include a large functional department or a smaller diverse area.

Customer Service

Internal Service	Evaluates/recommends modifications to services or processes
External Service	Evaluates/recommends modifications to services or processes

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which
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does not subject the employee to any unpleasant elements.

Physical Effort

Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk

Work environment involves minimal exposure to physical risks.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Last updated: 9-28-2009