

## SECTION D-5

### JOB DESCRIPTION INFORMATION TECHNOLOGY AUDITOR

## University of Houston Job Description

### *Information Technology Auditor*

Job Code: **D6S3**      Pay Plan: **UHE**      Family: **Centralized Services**  
FLSA: **E**      Pay Grade: **112**      Sub Family: **Finance**

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

### *Summary*

Performs professional Information Technology (IT) auditing work involved in planning and conducting audits of enterprise, campus, and departmental information systems and audits of functional activities of information technology areas. Evaluates the adequacy and effectiveness of internal controls over those activities.

### *Job Duties*

1. Responsible for planning, conducting, and documenting IT audit projects.
2. Reviews system processes and documentation; determines violation and/or non-compliance with management policies/statutes/regulations.
3. Provides functional advice, technical guidance and direction to other auditors.
4. Evaluates and reviews proposed applications to provide input into the design of new systems regarding internal controls.
5. Surveys functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of internal controls.
6. Obtains, analyzes and appraises evidentiary data as a basis for an informed, objective opinion.
7. Prepares formal written reports and recommendations.
8. Assists in the development, implementation, and maintenance of computer assisted auditing tools used by the audit staff.
9. 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 three (3) 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***

None.

***Work Complexity***

Requires in-depth knowledge of principles and practices within a specific area of a professional field. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

***Change in Knowledge***

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

***Problem Solving***

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

***Impact of Decisions***

Inside Department	Moderate.
Outside Department	Moderate.
Outside University	Moderate.

***Judgment***

Activities and decisions are varied in nature, requiring independent action and judgment in solving common problems. Unusual cases or questionable matters are resolved with the job's immediate supervisor.

***Supervision***

No supervisory responsibility.

***Customer Service***

Internal Service            Provides information to customers

External Service           Provides information to customers

***Environmental Conditions***

Working conditions        Work is normally performed in a typical interior work environment which 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