

INTERNAL AUDITOR I*

Function of Job:

Under general supervision of higher level auditor, to perform routine auditing assignments applying the principles, theories and concepts of accounting and auditing in order to verify the fiscal condition of unit(s) audited.

Characteristic Duties and Responsibilities:

1. Assist in planning and conducting audits.
2. Verify the accuracy of the balances in various records.
3. Examine a variety of types of documents/vouchers for accuracy of computations.
4. Check financial transactions to assure they are properly documented and have been recorded in accordance with correct accounting controls, reporting methods and limitations.
5. Prepare detailed statements, schedules and standard audit working papers.
6. Review results of audits and prepare recommendations for correction of deficiencies for submission to higher level auditor.
7. Cooperate with outside auditors in any undertaking which may expedite their work.
8. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. University graduation with a minimum of six credits of accounting.
2. Understanding of the principles of financial auditing.
3. Good communication skills, both oral and written.
4. Micro and mainframe computer skills to input, retrieve or display accounting information.

Additional Desirable Qualifications:

1. One year of experience in auditing work.
2. Familiarity with college/university financial auditing policies, methods, and practices.

7/27/94

System Approval

7/27/94

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 10/1/75 and revised 2/8/78 and 6/7/79.