

## Senior Auditor\*

### Function of Job:

Under general supervision of chief auditor, schedule, plan, and conduct financial, operational, and compliance audits and draft reports of findings and recommendations, complying at all times with the departmental ethical codes and applicable USNH, state, and federal regulations.

### Characteristic Duties and Responsibilities:

1. Assess control environment, establish audit plan to accomplish assigned objectives of audit; adapt approach to meet changing technological environment.
2. Execute examinations of operations for compliance with all pertinent statutes, policies, methods, and procedures to determine operational compliance.
3. Demonstrate understanding of systems; evaluate systems to determine efficiency, compliance with sound accounting principles, and effectiveness in meeting external requirements.
4. Examine records of fiscal expenditures and operations by the department/institution for compliance with all pertinent external controls, reporting methods, and limitations.
5. Interview concerned administrators to obtain complete and accurate information.
6. Identify, analyze and evaluate results of audits performed relating to administrative concerns, and develop recommendations to correct deficiencies.
7. Prepare documentation to management and make presentations to appropriate personnel as required.
8. Define objectives and supervise progress for any staff assigned to audits.
9. Follow up management actions resulting from audits to substantiate and evaluate the implementation of agreed-upon changes.
10. Hire, supervise, evaluate, and train staff as assigned.
11. Participate in institutional professional development and training.
12. Perform other related duties as assigned.

### Minimum Qualifications:

1. Bachelor's degree in accounting, business or related area and three years of professional auditing experience; **or** Master's degree in accounting or business administration, **or** certification as a Public Accountant **or** certification as an Internal Auditor, **and** two years of experience.
2. Working knowledge of the methods, theories, and principles of accounting and financial auditing.
3. Effective oral and written communication skills and attention to detail.
4. Computer skills as required by department.

### Additional Desirable Qualifications:

1. Auditing experience in higher education.

9/30/2010  
System Approval

9/4/2010  
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 2/8/78 and revised 7/27/94 as Internal Auditor II