

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3031

AUDITOR II

**Abolished Effective February 10, 2006**

BASIC FUNCTION

Plan, initiate and participate in institution auditing projects.

DISTINGUISHING CHARACTERISTICS

Second-level class of series. Under general direction, plan, initiate and participate in institution auditing projects; review and analyze institution accounting procedures for compliance with various internal and external regulations and policies.

TYPICAL WORK

Plan, initiate and participate in auditing projects;

Review and analyze the adequacy and effectiveness of established accounting procedures and internal control; check for compliance with state statutes, regulations and institutional policies; evaluate efficiency of operations and accuracy of reports and records;

Review audit conclusions with the manager of the audited department; discuss procedures, comments and recommendations;

Perform the duties of Auditor I;

May orient and train new employees;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years of full-time experience as an Auditor I;

OR

any combination totaling seven years of full-time professional auditing experience and college-level education, which includes at least 18 quarter hours, or 12 semester hours, of college-level accounting courses.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-03-73

Revise Title/Class: 5/1/82

Revise MQ: 7-2-90