

Audit Manager

Role: Audit Manager



The University of Mississippi



Job Class

Job Class: 137690

Exempt



Definition of Class

This is a supervisory position in which the incumbent manages the institutional internal audit function, which serves as an independent assurance and advisory activity. Incumbent exercises discretion and independent judgment in developing, implementing, and evaluating auditing policies, procedures, and standards. Work includes auditing University departments and programs for compliance with applicable laws, policies, and procedures, testing internal controls, and making recommendations to improve business processes.



Examples of Work Performed

- Manages daily activities and tasks of personnel.
- Trains, supervises, reviews work, and coordinates activities of audit personnel.
- Assists Director in developing, implementing, and evaluating the risk assessment.
- Assists Director in developing, implementing, evaluating, and updating audit plans.
- Assists Director with preparation of reports to ensure compliance with departmental reporting requirements as required by the University and IHL.
- Investigates reports of fraudulent activities to detect and prevent losses or abuses of University property.
- Plans, conducts and supervises audits which includes reviewing accounting policies and procedures, interviewing employees, retrieving documents, providing analytical reviews, making data comparisons, and analyzing operating procedures.
- Prepares audit reports, including recommendations for improved business processes and internal controls.
- Oversees performance standards and works to continually improve audit productivity and technical skills such as the use of electronic resources.
- Performs similar or related duties as assigned or required.



Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Assists Director in developing, implementing, and evaluating the risk assessment.
2. Trains, supervises, reviews work, and coordinates the activities of audit personnel.
3. Manages the daily activities of the department.
4. Assists Director in developing, implementing, evaluating, and updating audit plans.
5. Plans, conducts, and supervises audit work.
6. Oversees performance standards and works to continually improve audit productivity and technical skills such as the use of electronic resources.
7. Ensures that all audit and administrative assignments are completed within budgeted hours and by assigned due dates.



Minimum Education/Experience

Education:

Bachelor's Degree from an accredited four-year college or university in Accounting or related field.

And

Experience:

Six (6) years of experience related to the above described duties.

And

Certifications:

Current Certified Internal Auditor (CIA), Current Certified Public Accountant (CPA) or other applicable certifications.

Substitution Statement:

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.



Competencies

Acting as a Champion for Change

Managing Risk

Acting Decisively

Navigating Organizations

Pursuing Self-Development

Interacting with People at Different Levels

Assembling Talent



Salary/Wage Information

To learn more about our pay structure and view our salary ranges, [click here](#) to visit the Compensation page of our Human Resources website. This link is provided for general pay information. Hourly rate or salary may vary depending on qualifications, experience, and departmental budget. Note: Unclassified positions (faculty, executives, researchers and coaches) do not have established salary ranges.



EEO Statement

The University of Mississippi complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status or genetic information.



Background Check Statement

The University of Mississippi is committed to providing a safe campus community. UM conducts background investigations for applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial (credit) report or driving history check.