



Job Specification

Job Title: Auditor I
BCAT Code: 431X AA
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Performs entry level, professional duties for the internal auditing functions of the University.

Examples of Duties

- Assists in auditing university departments for compliance with established policies and procedures.
- Assists in reviewing accounting policies and procedures.
- Prepares financial reports for management.
- Reconciles university bank statements.
- Assists in auditing university departments to assure assets and liabilities are properly recorded.
- Maintains audit files and databases.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of university accounting policies.
- Knowledge of auditing practices.
- Knowledge of accounting software packages such as Lotus 1-2-3.
- Effective communication skills.
- Effective organizational skills.
- Effective math skills.
- Ability to prepare financial statements and reports.

Minimum GSU Hiring Standards

Bachelor's degree in Business Administration or a related field; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.