



Job Specification

Job Title: Auditor II
BCAT Code: 431X AC
Pay Grade: G13

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

General Description

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

Examples of Duties

- Audits university departments for compliance with established policies and procedures.
- Reviews accounting policies and procedures.
- Assists in developing new accounting policies and procedures.
- Prepares financial reports for management.
- Reconciles university bank statements.
- Audits 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

- Considerable knowledge of university accounting policies.
- Considerable knowledge of auditing practices.
- Considerable 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 and one year experience; 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.