



**Job Specification**

**Job Title: Auditor, Senior**  
**BCAT Code: 431X AG**  
**Pay Grade: G19**

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

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**General Description**

Performs advanced level audit duties and serves as the auditor-in-charge for audits and special projects.

**Examples of Duties**

- Conducts planning meeting with audit management.
- Serves as subject-matter-expert on audit related issues.
- Serves as auditor-in-charge for audits and special projects.
- Assigns audit programs to audit staff.
- Supervises audit staff and programs.
- Communicates audit scope and progress to the Director and Associate Director.
- Trains staff and maintains information systems.
- Assists staff in developing and administering audit tests and procedures.
- Performs other professional administrative duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of auditing practices, university policies, and procedures.
- Knowledge of intermediate computer operation and software (spreadsheets, databases, presentations, and word processors).
- Ability to multi-task, pay attention to detail, supervise staff, and exhibit excellent customer service skills.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and five years of related experience; or a combination of education and experience (CIA or CPA preferred).

*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.*