

Sam Houston State University Human Resources

Staff Classification Description – Senior Auditor

Skill Category: Professional
Position (Employee) Class: 3N181 (E1)
Grade: 19
Date: 11/2014

Department: Office of Audits and Analysis

Educational & Experience Requirement: Bachelor's degree from an accredited university with a major in Computer Information Systems (CIS), Management Information Systems (MIS), Accounting, or related financial discipline. Must be in the process or have completed Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), or Certified Public Accountant (CPA). Four years of auditing experience is required. Information Technology auditing experience preferred. Advanced degrees preferred. Experience in Higher Education a plus, but a variety of work experience is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs senior-level work in the performance of audits and analysis at Sam Houston State University with an emphasis on information technology audits. Services will be provided in such a way as to comply with the Institute of Internal Auditor's Code of Ethics, Standards of Professional Practice and the Texas Internal Auditing Act.

Supervision Given & Received: Works under minimum supervision from the Director of Audits and Analysis and in consultation with the Texas State University System's (TSUS) Chief Information Technology Auditor.

Primary Responsibilities: Leads and conducts technical audits of information systems, platforms, and operating procedures and prepares audit findings regarding the efficiency, accuracy, and security of financial and non-financial programs. Works under minimum supervision, with considerable latitude for the use of initiative and independent judgment within the established governance organization. Prepares organized, accurate and competent work papers that clearly document and support conclusions regarding audit objectives. Facilitates the communication of audit results through written reports and oral presentations to management. Performs other related duties as assigned.

Other Specifications: Must be versed in the application of professional auditing standards (both red and yellow books); excellent organizational ability and written and oral communication skills; proven ability to work with people; and proven ability to utilize computers in the performance of job duties. Knowledge of general internal control structures; generally accepted information technology audit and financial standards and practices; information technology security and control practices; financial and non-financial systems, processes, and practices; and information technology management practices. Good working knowledge of Texas statutory requirements applicable to state government and public universities would be helpful. Proficiency with Microsoft Office productivity suite preferred. Experience in using TeamMate preferred. Experience with Banner ERP. Experience with ACL, IDEA, and/or SQL query preferred. Experience with Linux operating systems, Oracle database, and virtualization is preferred. Certified Information Systems Security Professionals (CISSP) or Certified Information Security Managers (CISM) that can demonstrate an adequate understanding of audit methodology could be considered with the understanding a CISA designation must be obtained within the first year for auditing Information Technology.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.