JOB TITLE: Senior Auditor

IMMEDIATE SUPERVISOR: Senior Audit Manager

JOB SUMMARY:
Conduct all phases of financial, operational, compliance and investigative audits in a highly computerized and regulated environment from planning through report writing. Work independently or collaboratively with other team members. Apply experience and sound judgment to identifying risk and control issues that need to be communicated to Internal Audit senior management for resolution. Provide management consulting and training to campus staff regarding internal controls and control techniques as needed.

Institutions of higher education and related branch campuses under the governance of the OSU/A&M Board of Regents include:
- Connors State College
- Langston University
- Northeastern Oklahoma Agricultural and Mechanical College
- Oklahoma Panhandle State University
- Oklahoma State University and its constituent agencies
  - Oklahoma Agricultural Experiment Station
  - Oklahoma Cooperative Extension Service
  - Oklahoma State University Institute of Technology-Okmulgee
  - Oklahoma State University Center for Veterinary Health Sciences
  - Oklahoma State University-Oklahoma City
  - Oklahoma State University Center for Health Sciences
  - Oklahoma State University-Tulsa

Audit assignments will be located primarily at the OSU Center for Health Sciences in Tulsa with some travel to outlying institutions. All services are to be performed in accordance with the International Standards for the Professional Practice of Internal Auditing, the Institute of Internal Auditors Code of Ethics, and office policies, practices, and procedures.
SPECIFIC JOB DUTIES ARE AS FOLLOWS:

1. Complete assigned audits and special projects within the budget allotment, including any approved revisions while providing flexibility to be responsive to management's special needs.

2. Determine areas of risk and evaluate their significance in relation to audit planning and operational factors such as cost versus benefit of audit project, scheduling, and level of expertise to provide quality service.

3. Prepare preliminary audit plans and programs for review by audit management.

4. Prepare audit reports and audit memorandums, expressing opinions on the adequacy and effectiveness of the system of internal controls and the efficiency with which activities are carried out. Obtain sufficient documentary evidence to support audit conclusions and recommendations.

5. Communicate regularly with audit management ensuring that unforeseen issues are addressed in a timely manner during fieldwork.

6. Perform audit projects in compliance with current professional and departmental standards, including the planning and execution of work performed, and the accumulation of evidentiary data.

7. Evaluate the adequacy of management’s corrective actions taken to improve deficient conditions.

8. Develop and nurture an effective working relationship with the management of each college or University as well as co-workers; provide for a flow of communication from operating management to Audit Manager/Consultant, Assistant Chief Audit Executive, and Chief Audit Executive.

PREREQUISITES

EDUCATION:
Bachelor’s Degree with an accounting, finance or business administration major. Additional education in a business or computer related field is considered a plus.

EXPERIENCE:
Minimum of three years’ experience as an internal or external auditor, or relevant experience. Experience in a medical practice setting and in higher education is preferred.

CERTIFICATION:
Certification as a Certified Public Accountant, Certified Internal Auditor, and (or) Certified Information Systems Auditor is preferred, though other relevant experience/education or certification factors may be considered.
PROFESSIONAL SKILLS REQUIRED ARE AS FOLLOWS:
1. Proficiency in financial accounting principles and techniques.
2. Ability to apply generally accepted auditing standards and generally accepted internal auditing standards, procedures, and techniques.
3. Understanding of management principles in order to recognize and evaluate the materiality and significance of deviations from “good business practice.”
4. Appreciation and understanding of the fundamentals of such subjects as public higher education, accounting, health sciences, economics, commercial law, taxation, finance, quantitative methods, and computerized information systems.
5. Proficiency in the use of microcomputers, including word processing, spreadsheets, data analytics and flowcharting applications.
6. Superior skills in written and oral communications.

PERSONAL ATTRIBUTES NEEDED FOR THIS POSITION:
- Good judgment and maturity
- Objectivity and integrity
- Enthusiasm, energy, and a constructive attitude
- Able to balance work demands and personal needs
- Ability to develop the good will and respect of others
- Helpful and cooperative with others, both clients and co-workers
- Ability to communicate, both orally and in writing
- Self-motivated, reaches for responsibility
- Understands people and their points of view
- Innovative thinker that finds new ways of addressing problems

How to Apply

The OSU/A&M Board offers a competitive salary (commensurate with experience), excellent benefits, and a varied and rewarding work environment. Applications will be accepted until the position is filled. Submit a current resume and letter of interest to:

    Senior Auditor Search – Tulsa Office
    OSU/A&M Board of Regents
    Office of Internal Audit
    400 Cordell North
    Stillwater, Oklahoma 74078
    E-mail: audits@okstate.edu

Oklahoma State University is an EEO E-Verify employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, genetic information, sex, sexual orientation, gender identity, national origin, disability, or veteran status.