Job Title
Staff Auditor

Immediate Supervisor
Integrity Services Director

Job Summary
Assists in conducting financial, operational, compliance, and investigative audits in a computerized and regulated environment from planning through report writing. Work independently and/or collaboratively with other team members. Apply experience and sound judgment to identifying risk and control issues and communicate these issues to the Office of Internal Audit’s senior management.

Audit responsibilities reach across the institutions of higher education and related branch campuses under the governance of the OSU/A&M Board of Regents, which are as follows:

- 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 on the OSU campus in Stillwater with some travel to outlying branch campuses and A&M 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**

1. Complete assigned audits and special projects within the budget allotment, including any approved revisions.
2. Ensure that audit objectives are met and that adequate, practical audit coverage is achieved.
3. Perform research as required.
4. Coordinate data retrieval and analysis as appropriate to individual audit projects.
5. Review transactions; documents; records; reports; and methods for fraud detection, compliance, accuracy, and effectiveness.
6. Prepare work papers that record and summarize data on the assigned audits.
7. Submit well written and “best effort” audit reports and audit memorandums.
8. Provide the Chief Audit Executive (CAE) with written bi-weekly status progress reports on each audit project.
9. Evaluate the adequacy of management’s corrective actions taken to improve deficient conditions.
10. Develop and nurture an effective working relationship with auditees.
11. Comply with the Institute of Internal Auditors Code of Ethics.
12. Perform other duties as assigned.

**Prerequisites**

**Education**

Bachelor's Degree in Accounting, Finance, or Business Administration is required. Additional education in a business or computer related field is considered beneficial.

**Experience**

Entry level position with no prior audit experience required. Relevant work experience in internal audit or closely related work experience in the higher education industry or public accounting is considered beneficial.

**Certification**

Professional certification as a Certified Fraud Examiner, Certified Public Accountant, Certified Internal Auditor, and/or Certified Information Systems Auditor is considered beneficial.

**Professional Skills**

1. Superior written and oral communication skills.
2. Ability to apply the Standards for the Professional Practice of Internal Auditing.
3. Ability to not only identify audit issues but also offer recommendations and solutions to the CAE.
4. Ability to exercise proper judgment, tact, and leadership to successfully manage multiple ongoing audit projects.
5. Proficiency in financial accounting principles and techniques.

6. Understanding of management principles in order to recognize and evaluate the materiality and significance of deviations from “good business practice”.

7. Appreciation and understanding of the fundamentals of such subjects as public higher education, state government, accounting, economics, commercial law, finance, taxation, and computerized information systems.

8. Proficient working knowledge of computer applications with an emphasis on word processing and spreadsheet programs.

Personal Skills

1. Good judgment and maturity.
2. Objectivity and integrity.
3. Enthusiasm, energy, and constructive attitude.
4. Ability to balance work demands and personal needs.
5. Develops goodwill and respect of others.
6. Helpful and cooperative with others, both clients and co-workers.
7. Self-motivation and displays initiative.
8. Understands people and their point of view.
9. Ability to work well with others and maintain effective working relations with superiors, colleagues, and operating management of the institutions.

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:

Staff Auditor Search
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.