



JOB INFORMATION

Job Code:	113711
Job Title:	Auditor II
FLSA Status:	Non-Exempt
Supervisory:	Leads employees performing similar work on a project basis.
Job Family:	Audit
Job Family Group:	Compliance
Management Level:	7 Individual Contributor

JOB SUMMARY

Plans and executes assigned financial, operational, compliance and/or information systems audits. Occasionally leads other audit staff on a project basis or as requested.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Sound knowledge of accounting principles/practices and auditing procedure/techniques.
X		General knowledge of fund accounting.
X		Understanding of automated accounting systems and computer operations.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			at least one earned certification (e.g., CPA, CIA, CISA, CFE), except for Department of Public Safety Clery positions handling auditing functions and procedures.
	X		Additional certifications

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts to a conclusion various audit assignments and special audit projects.				
Conducts preliminary surveys, prepares audit programs and determines audit procedures to be used. Prepares and organizes supporting documentation (e.g., work papers, schedules) for project under review.				
Recommends methods for obtaining, analyzing and evaluating evidentiary data. Determines ability to objectively measure adequacy and effectiveness of systems or controls audited.				
Establishes audit objectives, budgeted hours, and targeted completion dates. Monitors projects in progress for adherence to project objectives, schedules, deadlines, etc. Reviews audit work papers and reports to ensure standards are met. Keeps supervisor advised of progress of projects.				
Identifies deficiencies and recommends corrective action to strengthen controls, improve operations and reduce costs.				
Prepares formal written reports expressing opinions on the adequacy, effectiveness and efficiency of procedures. Discusses recommendations with management and appraises the adequacy of subsequent action taken to improve deficient conditions.				
Facilitates communications between operating management, Audit Manager and the Director of Internal Audit.				
Maintains effective working relations with all levels of management.				
Reviews the work of staff assigned on a project basis for sufficiency of scope and adequacy.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.