

## AgriLife Position Description

Last reviewed: 04/20/06

9316  
SENIOR INTERNAL AUDITOR  
08/13/99

### *SUMMARY*

**General Description:** Assists the manager of internal audit in verification of accounting records and compliance standards, as well as training within all units.

### *DUTIES*

**Typical:** Assists in the performance of internal audits to verify the integrity of records, including departmental account reconciliations, budget setups, sales, working and petty cash funds; examines departmental purchasing procedures, invoices, purchase vouchers, bulk fuel records, vehicle logs, livestock and equipment inventories, credit card usage, and long distance telephone usage; reviews compliance in various human resource functions such as completion of annual plans of work, personnel evaluations, and position descriptions; reviews payroll/personnel records such as time sheets, leave records, and outstanding encumbrances; reviews other compliance issues; assists with performance of management audits and review of internal controls; assists in training departmental personnel in areas of deficiency noted on audits; manages audits and conducts follow up audits; other essential job related duties as assigned.

### *SUPERVISION*

**Received:** Occasional review of work by manager of internal audit.  
**Given:** May supervise student workers.

### *EDUCATION*

**Required:** Bachelor's degree and five years of experience in accounting.

### *LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** Governmental accounting experience and CPA or CIA certification.

### *KNOWLEDGE, ABILITIES AND SKILLS*

**Required:** Ability to effectively use a computer and applicable software, a ten-key calculator, and other standard office equipment.