



**TEXAS STATE UNIVERSITY SYSTEM  
OFFICE OF INTERNAL AUDIT**

**JOB ANNOUNCEMENT: Auditor/Senior Auditor**

**The Texas State University System (TSUS)** invites applications for an Auditor/Senior Auditor position within the Office of Internal Audit at Texas State University. Texas State University is a member institution of the TSUS, the oldest multi-campus system in Texas. The position reports to the Director, Office of Internal Audit, at Texas State University, which in turn reports to the Chief Audit Executive of the TSUS. For more information on the Office of Internal Audit, see <https://www.tsus.edu/offices/Internal-Audit.html>.

**EXPERIENCE LEVELS**

**Auditor** – Experience in risk-based auditing that conforms to professional standards and has demonstrated the ability to provide relevant and timely audit results.

**Senior Auditor** – Extensive experience in risk-based auditing that conforms to professional standards, has demonstrated experience in completing complex reviews, and has shown a depth of knowledge in contemporary auditing techniques.

Seniority (Auditor/Senior Auditor) will be established based on relevant experience and other factors.

**QUALIFICATIONS**

Required Qualifications:

- Bachelor's degree with a major in accounting or related business field, information systems, public administration, higher education administration, or other field with acceptable relevant experience.
- Minimum of three (3) years of relevant work experience in auditing, business process analysis, compliance, higher education, or risk analysis and assurance services.
- Current relevant professional licensure/certification, such as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA)

Additional Desired Qualifications:

- Advanced degree in accounting, information systems, or related disciplines.
- Five (5) years successful auditing experience or related industry experience, including two (2) years supervisory or project management experience.

**JOB DESCRIPTION/RESPONSIBILITIES**

- Plans audits (operational, financial, compliance, program effectiveness, economy/efficiency, and investigative), performs fieldwork, appraises systems of internal control, identifies risks, develops recommendations to mitigate risks, prepares organized, accurate and competent work papers that clearly document and support conclusions regarding audit objectives, and facilitates the communication of audit results through preparing written draft reports and making oral presentations to management.

- Performs special projects and consulting activities as needed.
- Engages in frequent contact with other Office of Internal Audit personnel, University and TSUS personnel, and personnel at other state agencies via phone and computer.
- Performs other related duties as assigned.
- Working Conditions: Normal office environment; some travel, up to 10%, with overnight stays (training, conferences, etc.), can be expected for the position.

## **OTHER SPECIFICATIONS**

### Required Experience and Skills:

- Versed in the application of professional auditing standards.
- Experience and proven ability to utilize standard Microsoft desktop productivity applications in the performance of job duties.
- Demonstrated analytical skills, including the ability to collect and analyze information, draw complex conclusions, and develop recommendations.
- Demonstrated use of effective problem-solving and time management skills to handle multiple concurrent tasks.
- Exceptional interpersonal communication skills (both in writing and verbally) to effectively communicate at all levels within the organization, including executive level management and administrators.
- Ability to prepare professional documentation and correspondence.
- Demonstrated professionalism in working with confidential and sensitive matters with the utmost discretion and tact.
- Proven ability to work independently and as part of a team.
- Working understanding of fundamental information technology control concepts.
- Solid employment and/or academic performance history.
- Ability to successfully pass a background check.

### Desired Experience:

- Familiarity and experience with State of Texas internal auditing laws, policies, and procedures.
- Internal audit experience at an institution of higher education.
- Familiarity and experience in using TeamMate or similar electronic work paper system.
- Information Technology (IT) audit experience.

## **SALARY AND BENEFITS**

Salary is commensurate with the successful applicant's experience and qualifications within a range of \$90,000 - \$105,000. Customary and usual state employee benefits apply, including but not necessarily limited to retirement (TRS), health insurance (ERS), holidays, annual and sick leave.

## **SENSITIVE SECURITY STATEMENT**

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.



## **INFORMATION ABOUT THE TEXAS STATE UNIVERSITY SYSTEM AND TEXAS STATE UNIVERSITY CAMPUS**

To learn more about the Texas State University System or the Texas State University campus, please visit:

<http://www.tsus.edu>

<https://www.txstate.edu>

## **SELECTION PROCESS**

Screening of applications and nominations will begin immediately and continue until the position is filled. To be considered for the position, applicants must complete a cover letter and resume that includes complete employment and education history. The cover letter and resume may be submitted via U.S. Mail or email to:

*Mr. Mike Miller, CIA, CGAP  
Director – Office of Internal Audit  
Texas State University System  
Texas State University  
J.C. Kellam Administration, Suite 1040  
601 University Drive  
San Marcos, TX 78666  
[mike.miller@tsus.edu](mailto:mike.miller@tsus.edu)*

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## **ADDITIONAL INFORMATION FOR APPLICANTS**

- The Texas State University System is a tobacco-free/drug free workplace.
- A criminal history background check is required for finalist(s) under consideration for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

**THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.**

**The Texas State University System is an Equal Opportunity Employer.**