



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

JOB ANNOUNCEMENT: Auditor/Sr. Auditor

The Texas State University System (TSUS) invites applications for an Auditor/Senior Auditor position within the Office of Internal Audit to primarily serve Sul Ross State University located in Alpine, Texas. This campus is a member institution of the Texas State University System, the oldest multi-campus system in Texas. The position reports to the Audit Director - System Administration, who 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, have demonstrated experience in completing complex reviews, and have 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 financial discipline with a minimum of three (3) years of experience in auditing, business process analysis, compliance, risk analysis and assurance services **or** bachelor's degree in another field with four (4) years of experience in auditing, business process analysis, compliance, risk analysis and assurance services, or similar area may be substituted.
- Current relevant professional licensure/certifications, 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.

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 50%, with overnight stays (training, conferences, audit activities, "immediate need" special projects, etc.), can be expected for the position.

OTHER SPECIFICATIONS

Required Experience and Skills:

- Strong analytical, organizational, written/verbal communication, interpersonal, and relationship building skills.
- Versed in the application of professional auditing standards.
- Proven ability to work with people.
- Strong project management skills.
- Experience and proven ability to utilize standard Microsoft desktop productivity applications in the performance of job duties.
- 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.

Desired Experience:

- Higher education audit experience.
- Familiarity and experience in using TeamMate or similar electronic work paper system.
- Information Technology (IT) audit experience.
- Good working knowledge of Texas statutory requirements applicable to public universities.
- Experience with Banner ERP.

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 SUL ROSS STATE UNIVERSITY

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

<http://www.tsus.edu>

<http://www.sulross.edu>

SELECTION PROCESS

Screening of applicants will begin immediately and continue until the position is filled. To be considered for the position, applicants must submit 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:

*Ms. Ramona Stricklan, CIA, CFE
Audit Director – System Administration
Office of Internal Audit
Texas State University System
601 Colorado Street
Austin, TX 78701-2904*

ramona.stricklan@tsus.edu

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.