



USF Job Class Description

JOB CODE: 4309
JOB TITLE: Audit Consultant
JOB FUNCTION: Accounting, Finance & Budget
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
Effective Date: 01/01/07

Job Title: Audit Consultant

Job Summary

An Audit Consultant performs basic operational and financial audits, internal control reviews, and consulting project. The position may work independently on projects or assist senior auditors with components of more complex audits. Professional standards, industry best practices, and various other audit tools and techniques are applied to address significant business risks, and to evaluate and test the internal control structure of University operations.

Nature of Work

An Audit Consultant typically reports to an Audit Manager, Assistant Director, or other appropriate administrator. The primary function of this position is to determine compliance with operating policies and procedures, USF goals and objectives, and best practice standards. The position may evaluate the adequacy and effectiveness of internal controls, report audit findings, make recommendations to resolve conditions noted, improve operations and reduce costs. An Audit Consultant job requires technical knowledge and skills as well as effective writing and verbal communication. This position typically performs some independent projects and assists Senior Audit Consultants or managers by performing components of more complex audits.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Performs operational and financial audits.
- Evaluates of the effectiveness and efficiency of departmental accounting structures, business systems, and internal controls used for managing revenue and expense transactions.
- Performs internal control and risk assessments within audited areas based professional standards including COSO and COBIT and communicates results to management.
- Prepares work papers outlining the performance of test procedures used to evaluate key processes and financial system controls.

- Drafts formal reports to University management outlining scopes, objectives, procedures performed and recommendations to improve/enhance the USF internal control environment, in accordance with professional standards.
- Performs periodic follow-up of previously reported audit findings to assess resolution of recommendations and determine if adequate corrective action has been initiated by University management.
- Researches, reviews and interprets University and other standards and applies these standards to University operations.
- Performs miscellaneous job-related duties as assigned

Minimum Qualification Requirements

This position requires a Master's degree in accounting or other appropriate area of specialization; or a Bachelor's degree in an appropriate area of specialization and 1 year of appropriate experience.