

Staff Auditor, Internal Audit
University at Buffalo, The State University of New York

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Posted Mar. 21, 2024, set to expire Aug. 4, 2024

Job Title	Staff Auditor, Internal Audit
Department	Internal Audit
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/49246
Apply By Email	
Job Description	

Position Summary

The [Department of Internal Audit](#) at the University at Buffalo is seeking to hire a **Staff Auditor** to work directly with the Assistant Director. In this role you will be responsible for:

- Prepare or assist in preparing professionally sound audit plans, which provide direction for the efficient and effective conduct of the audit. This requires familiarity with the auditee's operations, identifying areas of greatest risk or significance in those operations, which will define the scope of the audit, and developing an appropriate professional approach for examining those areas selected for review.
- Perform agreed upon audit procedures, including identifying and defining issues, reviewing and analyzing evidence, and documenting work papers.

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- Obtain sufficient, appropriate evidence to support findings, conclusions and recommendations resulting from the audit. This requires continual application of judgment in ensuring professional standards are satisfied.
- Apply IIA standards throughout the audit process.
- Monitor the day-to-day progress on work assigned and update management regarding the status of audits in progress.
- Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations to management.
- Maintain proficiency in audit standards, policies and procedures.
- Remain current with the ever-changing audit profession, including new approaches to evaluate and report on issues related specifically to Universities.
- Information and accounting and auditing standards and pronouncements.
- Perform data analytics to determine areas of risk, identify anomalies.

In addition, this person will participate in training opportunities, and serve on various committees, as well as, conduct special projects as deemed necessary by their supervisor.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Bachelor's degree in accounting or related field.
- One year of auditing experience and a thorough understanding of Internal Controls.
- Excellent written, communication, and verbal skills.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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