

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Auditor/1240**

Function and General Scope

Positions assigned to this class examine and analyze fiscal records of the institution for compliance with various internal and external regulations and policies, effectiveness of established controls, efficiency of operations, and accuracy of reports and records. Incumbents report to management on audit results and make recommendations for improving operations; apply professional auditing standards, State laws and regulations, University policy and related information in auditing financial records and business operations of University units involved in the receipt or disbursement of funds, account maintenance, or property and asset control; assess the risks, materiality and management's needs in preparing comprehensive audit reports containing audit results and recommendations for corrective action; apprising the Director, Internal Audit of new risk issues related to audit concerns; and review and communicate audit conclusions and recommendations with institution managers and audit staff.

Classification Requirements

A Bachelor's degree in business, accounting or related field and two (2) years of auditing or closely related experience. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Education and experience can be tailored to fit the specific organizational entity/directorial assignment. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.