

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Asst to Univ Internal Auditor	<b>Job Code:</b>	41331
<b>Job Function:</b>	Staff	<b>Grade:</b>	119
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	10000 Administrative Support Division	<b>Date:</b>	1/1/04;8/26/02

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**Job Summary:**

Under the direction of the University Internal Auditor, provides assistance in performing financial, operational, compliance and investigative audits. Prepares various reports and assists in the collection and audition of data. Provides administrative support for the University Internal Auditor.

**Essential Functions:**

50% Performs monthly reconciliation of University bank accounts to the general ledger and subsystems. Collates data from several sources including spreadsheets, banking and online to determine discrepancies. Interacts with the offices of the Controller, Cashiers, Student Financials and other University departments to resolve variances and post correcting entries. Submits reconciled reports to the University Internal Auditor for review.

20% Accesses data from computer files, accounts payable files, student account files and other records; compares and summarizes the data on spreadsheets for Internal Auditor(s) to aid them in performing audits. Collects data from multiple sources.

20% Provides administrative support by typing correspondences and audit reports from written copy. Maintains offices supplies, processes mail and photocopies as needed.

10% Prepares monthly and year-to-date reports of group insurance expenses netted with credits from cobra payments, payroll deductions and flexible spending accounts. Reconciles total expenses to G/L. Submits to University Internal Auditor for review and verification and submits reports to pertinent departments. Performs other duties as assigned by University Internal Auditor.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 6 years of work experience as a senior administrative assistant or administrative assistant. Prior working knowledge of accounting/bookkeeping practices required. A broad knowledge of university operations and policies, a high level of discretion, organization and advanced computer skills with emphasis on spreadsheets and databases required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.