

Class Code: 9395  
Title: Internal/ Auditor  
Investigator  
Pay Band: N/A  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

**Title: INTERNAL AUDITOR/INVESTIGATOR**

### **Job Summary**

Responsible to an Audit Services/Investigations Administrator, Assistant Audit Services/Investigations Administrator, or other appropriate administrator in the Office of Inspector General.

### **Example of duties (not all inclusive)**

Responsible for performing the audit and investigative fieldwork and other duties to implement the annual work plan.

Responsible for interpreting rules and policies of the Office of Inspector General.

Responsible for designing, developing, and conducting special studies and collecting and analyzing data as appropriate.

Performs related duties, as deemed appropriate, in order to accomplish the responsibilities and functions of his/her areas.

### **Minimum Qualifications**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

### **Preferred Qualifications**

For some positions assigned to this class, special qualifications may be added to the minimum, such as possession of a Certified Public Accountant or a Certified Internal Auditor certificate.