JOB DESCRIPTION

I. FUNCTION:
Assists in performing a wide variety of operational, financial, and compliance audits of University organizations and functions

II. REPRESENTATIVE DUTIES:
1. Assists in obtaining, analyzing, and performing tests of gathered data to reach audit objectives
2. Prepares work papers that adequately document the audit work performed
3. Obtains knowledge to evaluate the audit client’s internal control structure, compliance with applicable laws and regulations, and ability to provide effective and efficient services
4. Assists in the development of observations, and in the communication of audit results and recommendations
5. Uses established practices to protect the health and safety of personnel and property
6. Performs other related duties as assigned

III. SUPERVISION:
Receives supervision from experienced Auditors, Audit Manager, Audit Director, and Chief Audit Executive

IV. MINIMUM EDUCATION AND QUALIFICATIONS:
- Full time student (concurrently enrolled in 12 or more credit hours)
- Completed at least six hours of college level Accounting courses, and have a minimum 3.0 GPA in all Accounting courses
- Effective communication, both oral and written
- Proficient in Microsoft Word and Excel

Preferences
- Concurrent or planned membership in Beta Alpha Psi
- Undergraduate Student

Additional Requirements
Must be willing and able to work 12 - 15 hours per week during the office hours of Monday through Friday, 8:00 AM to 5:00 PM; flexible work scheduling available

Must have satisfactory results on background check

Must be able to travel to the main office located at 1816 W. Lindsey Street
V. DURATION OF INTERNSHIP:
   Two semesters

VI. LOCATION:
   Main Office – Norman, OK

VII. COMPENSATION:
   Paid internship