

## UW HEALTH JOB DESCRIPTION

### Internal Auditor

Job Code: 310009	FLSA Status: Exempt	Mgt. Approval: S. Houtakker	Date: August 2019
Department: Business Integrity – Internal Audit		HR Approval: J. Olson	Date: August 2019

### JOB SUMMARY

Under the general supervision of the Director, Internal Audit, the Internal Auditor is responsible for reviewing and evaluating any operating areas of UW Health. The position contributes to overall operating efficiency by ensuring adherence to effective and efficient operating procedures and by evaluating systems of internal control throughout UW Health. The incumbent assists in assessing the risk of loss or impairment of system assets and recommends internal controls and procedures to the Director.

The incumbent is responsible for designing and implementing audit programs and communicates audit findings and recommendations to the Director. The position obtains statistics and the information necessary to maintain an audit risk assessment system for all auditable areas. This individual must conduct audit work in compliance with the standards for the professional practice of internal auditing as identified by the Institute of Internal Auditors. He/she performs the role by demonstrating technical ability and an understanding of job expectations while working in compliance with organizational policies and procedures.

### MAJOR RESPONSIBILITIES

#### A. Review and Evaluate Operating Areas of UW Health and Related Enterprise Partners

1. Perform operational and financial audit assignments and other audit services identified by the Director of Internal Audit.
2. Identify areas/activities requiring audit review through observations made during the course of audit assignments.
3. Obtain an understanding of the systems of control for each auditable area by reviewing policies and procedures, communicating with staff, and observing processes.
4. Design and perform audit programs that adequately test effectiveness of controls, compliance to established policies and procedures, and compliance to federal and state laws and regulations by using standard audit techniques.
5. Prepare and maintain completed audit workpapers, documenting the basis for the recommendations made relative to the audit assignments.
6. Perform reviews in a thorough manner in order to propose meaningful recommendations.
7. Assist in the development of risk analyses and annual audit plans.
8. Complete assignments in an efficient manner with minimal interference with operations.

#### B. Communicate Audit Findings and Recommendations

1. Describe each system examined to adequately identify controls, using acceptable documentation methods.
2. Report all significant findings to the Director of Internal Audit.
3. Prepare written reports for each audit conducted.
4. Make timely evaluations of current audit procedures and goals and propose changes in them as situations warrant.

#### C. Obtain Statistics and Information Necessary to Accurately Maintain an Audit Risk System

1. Collect accurate and consistent information needed to maintain a risk assessment system for all auditable areas, as established.
2. Demonstrate knowledge of the risk assessment system by identifying valid information and significant changes.

#### D. Maintain Knowledge of Professional Auditing Standards

1. Maintain awareness of changes in auditing principles and practices and related areas in order to maintain professional competence.

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2. Comply with the standards of professional practice and internal auditing as established by the Institute of Internal Auditors.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

Education	Minimum	Bachelor's degree in Accounting, Business Administration, Finance, or related field
	Preferred	
Work Experience	Minimum	Experience in accounting or auditing
	Preferred	Two (2) years of experience in audit and controls of a healthcare organization
Licenses & Certifications	Minimum	
	Preferred	Certification as an Internal Auditor (CIA), Internal Systems Auditor (CISA), Public Accountant (CPA), or similar designation
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Computer programs including database applications, spreadsheet, and word processing with experience with Microsoft Office Suite</li> <li>• Analyzing and solving complex problems and issues</li> <li>• Providing excellent customer service skills and the ability to work with a diverse group of people</li> <li>• Applying the principles and practices of internal auditing procedures</li> <li>• Working effectively independently, managing tasks in a fast-paced environment</li> <li>• Effective verbal and written communication skills</li> <li>• Maintaining confidentiality of UW Health records and systems</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>X</b> <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight

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	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.