

UW HEALTH POSITION DESCRIPTION

Internal Auditor - Senior			
Job Code: 310010	FLSA Status: Exempt	Mgt. Approval: S Houtakker	Date: July 2020
Department/Number: Internal Audit		HR Approval: J. Theisen	Date: July 2020
POSITION SUMMARY			
<p>Under the general supervision of the Director, Internal Audit, the Senior Internal Auditor is responsible for reviewing and evaluating any operating areas of UW Health. This position contributes to UW Health overall operating efficiency, ensuring adherence to effective and efficient operating procedures, and evaluating systems of internal control. The incumbent assists in assessing the risk of loss or impairment of system assets and recommends internal controls and procedures to the director.</p> <p>The Senior Internal Auditor is expected to have considerable expertise in auditing for program results, operational efficiency, and security of data processing systems. The Senior Internal Auditor is distinguished from the Internal Auditor class by performing audits of greater complexity and scope, and by the considerable latitude exercised and minimal supervision required.</p> <p>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.</p> <p>This incumbent must conduct audit work in compliance with the standards for the professional practice of internal auditing as identified by the Institute of Internal Auditors.</p>			
MAJOR RESPONSIBILITIES			
<p>Technical Skill: Incumbent performs his/her job demonstrating technical ability, understanding of job expectations and compliance with organizational policies and procedures. The incumbent performs the following job responsibilities:</p>			
<p>A. Review and Evaluate Operating Areas of UW Health, and related enterprise partners.</p> <ol style="list-style-type: none"> 1. Perform operational and financial audit assignments and other audit services identified by the Director of Internal Audit. 2. Performing and leading audits which include reviews of compliance with governmental and regulatory agencies. 3. Exercise initiative and independent judgment to make decisions and recommendations based on facts and information available. 4. Ability to conduct special investigations and audits as required. 5. Identify areas/activities requiring audit review through observations made during the course of audit assignments. 6. Oversee and lead other staff members in completing audits or special projects. 7. Obtain an understanding of the systems of control for each auditable area by reviewing policies and procedures, communicating with staff, and observing processes. 8. Development of a risk analyses for individual audits. 9. Perform reviews in a thorough manner in order to propose meaningful recommendations. 10. Complete assignments in an efficient manner with minimal interference with operations. 11. Utilize resources productively when completing audit assignments. 12. Contributes to the institution knowledge of the latest trends, practices, and state-of-the-art technology as applicable to different departments. 13. Review each system annually and revise documentation for any significant changes. 14. Timely scheduling and completion of all audits assigned within the established audit plan. 			
<p>B. Design and Implement Audit Programs, as assigned</p> <ol style="list-style-type: none"> 1. Prepare audit programs that adequately test compliance to established policies and procedures using standard auditing techniques. 2. Perform audit programs to include detailed and referenced work papers. 3. Conduct audits in accordance with established schedule and procedure. 4. Assist in review of policies and procedures of the area. 			
<p>C. Communicate Audit Findings and Recommendations</p> <ol style="list-style-type: none"> 1. Describe each system examined to adequately identify controls, using acceptable documentation 			

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methods.

2. Report all significant audit findings to the Director of Internal Audit.
3. Prepare concise and comprehensive written reports for each audit conducted.
4. Meets individually with all levels of management including Senior Management to discuss audit issues.
5. Evaluate existing systems and procedures to make recommendations to strengthen control.
6. Prepare and maintain completed audit work papers, documenting the basis for the recommendations made relative to the audit assignments.
7. Make timely evaluations of current audit procedures and goals and propose changes in them as situations warrant.

D. 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.

E. 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.
2. Comply with the standards of professional practices of accounting as established by the Institute of Internal Auditors.

All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards.

POSITION REQUIREMENTS

Education	Minimum	Bachelor's from an accredited college or university in Accounting, Business Administration or Finance
	Preferred	
Work Experience	Minimum	Four (4) years of experience in health care setting, internal auditing, public accounting (or equivalent), or two years "big 4" public accounting experience
	Preferred	Experience in medical coding or auditing medical coding.
Licenses & Certifications	Minimum	
	Preferred	Certification as an Internal Auditor (C.I.A), Certification as an Internal Systems Auditor (C.I.S.A), Certification as a Public Accountant (C.P.A) or similar designation.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Computer programs including data base applications, spreadsheet, and word processing, experience with Microsoft Office Suite • Analyzing and solving complex problems and issues. • Providing excellent customer service skills and the ability to work with a diverse group of people. • Applying the principles and practices of internal auditing procedures. • Working effectively independently, managing tasks in a fast-paced environment. • Effective verbal and written communication skills. • Maintaining confidentiality of UW Health records and systems.

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
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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	Up to 10#	Negligible	Negligible

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	sedentary criteria are met.			
	Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:		•		