

**CODE: 62022**  
**UNIT: ADE**  
**GRADE: 3**  
**FLSA: Exempt**

**CLASSIFICATION TITLE**

INTERNAL AUDITOR

**SUMMARY**

Examines and evaluates the adequacy and effectiveness of the management control systems practiced by the district to ensure compliance with local, state, and federal rules for financial reporting.

**REPORTS TO**

Governing Board in Quorum.

Superintendent for administrative purposes.

**MINIMUM REQUIREMENTS**

Bachelor's Degree in Finance, Accounting or related field

Four years prior experience as auditor required with two years at supervisory/management level.

Two years prior experience in standard information technology required.

Knowledge of Uniform System of Financial Records (USFR) and Generally Accepted Accounting

Principles (GAAP).

Knowledge of Generally Accepted Government Accounting Standards (GAGAS) and Generally Accepted Auditing Standards (GAAS).

Knowledge of budgeting practices and procedures.

Knowledge and ability to use Enterprise Resource Planning (ERP) accounting systems.

***Plus all of the following:***

Experience in educational/institutional operations preferred.

Effective organizational and planning ability and experience.

Able to relate well with people and remain objective under stress.

Able to enforce District policies and procedures.

Able to communicate effectively, both orally and in writing with all levels of staff and management.

Strong interpersonal skills.

**PREFERRED REQUIREMENTS**

Four years direct experience in school finance or local government finance.

Certified Internal Auditor (CIA) **OR** Certified Public Accountancy (CPA) with auditing experience.

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

## **ESSENTIAL FUNCTIONS**

### **THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Review and appraise the soundness, adequacy and application of accounting, financial and operating controls.

Ascertain extent of compliance with established District policies, plans, and procedures.

Ascertain the reliability of accounting and other data developed within the District.

Perform as many operational audits as feasible during fiscal/calendar period.

Review and make recommendation for improvement of District's various accounting and operational systems as well as practices and procedures.

Recommend policies for the auditing activity and directs the technical and administrative functions.

Develop and execute a comprehensive audit program for evaluating the management control systems in practice for District financial activities.

Examine the effectiveness of all levels of management in their stewardship of District resources and their compliance with established policies, procedures and Generally Accepted Accounting Principles (GAAP).

Appraise the adequacy of the action taken by management to correct reported deficient conditions; accept adequate corrective action, continue reviews with appropriate management personnel on action considered inadequate until there has been a satisfactory resolution of the matter.

Conduct special examinations at the request of management, including, but not limited to, the review of audits made by persons outside the District.

To create an annual calendar of internal audits based on external audit findings, for the purpose of improving internal controls.

Periodically updates the District's audit committee on audit activities.

## **MENTAL TASKS**

Communicates. Calculates. Performs functions from oral and written and graphic instructions. Evaluates written materials. Comprehends.

## **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

## **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Utilizes both automated and non-automated office equipment such as computers, telephones, printers, and copiers.

## **WORKING ENVIRONMENT**

Indoors. Office environment. Contact with employees, public.

## **CONTROL, SUPERVISION**

Supervisory control of assigned staff / projects.

M: Class and Comp/JOB62022

7/1/96

Updated: 4/01/15, 6/2016

Updated-change to Gr 3 from 3-A, 12/16/16

