

JOB DESCRIPTION
Grossmont Union High School District

INTERNAL AUDITOR

Purpose Statement:

The job of Internal Auditor is done for the purpose/s of developing and monitoring internal controls to ensure accuracy of fiscal requirements, budget guidelines, attendance reporting and special projects; coordinating and submitting an annual audit plan to the Audit Committee; analyzing costs of programs and services; and providing analytical information and confidential collective bargaining materials and reports as may be required by administrative and program personnel and/or regulatory agencies. Incumbents in this classification provide students and staff (and the public) with administrative support services (for school sites) which directly supports learning.

This job reports to Office of the Superintendent

Essential Functions

- Administers special audits as requested by management (e.g. conduct investigations of suspected fraudulent activities by District employees) for the purpose of presenting findings to appropriate staff.
- Analyzes systems for the purpose of determining scope of audits, formulating procedures, reviewing compliance with District policies and procedures, ensuring the reliability of financial records and/or safeguarding District assets.
- Collaborates with school site staff (e.g. Associate Student Body (ASB) and clerical support staff) for the purpose of providing technical assistance in establishing procedures and controls and/or assisting in fiscal closing procedures and required reporting.
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs (e.g. resolving issues and conflicts, exchanging information, developing policies and procedures) for the purpose of encouraging effective and efficient management controls.
- Contacts other District and public agencies during the course of audit research for the purpose of obtaining or providing programs and services.
- Coordinates and submits an audit plan to the Audit Committee as required for the purpose of providing information.
- Coordinates the compilation and analyzation of data for the purpose of communicating audit findings, recommending corrective action or improvements, and ensuring implementation of adopted recommendations.
- Coordinates the preparation of detailed audit findings that note policy and/or procedure violations for the purpose of documenting information required for disciplinary actions and corrective procedures.
- Coordinates the preparation of written materials (e.g. reports, memos, letters, recommendations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Coordinates the processing of financial information for the purpose of ensuring the accuracy of reported information and the availability of funds in compliance with state and federal regulations.
- Examines school financial records to ensure that various services performed during student activities meet district requirements and have been paid for the purpose of compliance with contracts and with IRS and state laws and regulations.
- Implements policies and procedures for the purpose of ensuring a comprehensive audit program is maintained and complies with laws, codes, regulations and requirements and/or recommending new or revised policies and procedures to improve effective and efficient management controls.
- Maintains current knowledge on programs and issues that affect school auditing functions and services for the purpose of recommending corrections and improvements.
- Monitors District operations and identifies areas of risk for the purpose of recommending corrections and improvements.

- Participates in inservices and staff development training for the purpose of conveying and/or gathering information required to perform functions.
- Plans and conducts audits on a variety of cash based systems (e.g. ASB funds (cafeteria, transportation), payroll transactions, vendor payments, accounting and attendance systems, cash receipts and disbursements, financial controls, revolving funds, etc.) for the purpose of determining audit procedures and tests and/or ensuring compliance with federal, state, and district rules and policies.
- Plans and conducts compliance reviews for the purpose of ensuring compliance with District policies and procedures, and federal, state, and local government laws, codes and regulations.
- Recommends policies and procedures for the purpose of assuring that the District maintains a comprehensive audit program and complies with procedures and requirements related to fiscal independence.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to procedures.
- Responds to inquiries from a variety of sources (e.g. staff, state auditors, governing board, etc.) for the purpose of providing information and/or direction as may be required.
- Reviews bond financial information for the purpose of compliance with vendor contracts and District policies.
- Reviews/evaluates internal controls of the district for the purpose of ensuring financial information is properly reported and/or making recommendations for additional areas to be audited as necessary.

Other Functions

- Assists other personnel for the purpose of ensuring an efficient and effective work environment.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing accounting procedures; preparing and maintaining accurate records; operating standard office equipment using pertinent software applications; planning and managing internal audits; and organizing and communicating information, concepts, and procedures.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: modern business office principles, practices and procedures; accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws governing public education; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Required Testing

As required for position

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

12/14/2006

Salary Grade

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