

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: INTERNAL AUDITOR

BASIC FUNCTION:

Under the direction of the Chief Finance Officer, plan, organize and administer a variety of internal audits of cash based systems and compliance reviews; perform investigative audits and special analyses; prepare oral and written audit reports providing recommendations for appropriate improvements and corrective actions; provide assistance to site personnel and administration in areas related to training, monitoring and recording; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and administer a variety of internal audits of cash based systems such as associated student bodies, cafeteria, transportation, and others; conduct audits of commercial warrants, attendance, instructional minutes, independent study, residency, investigative audits and special audits.

Conduct compliance reviews assuring compliance with District policies and procedures, and federal, State and local government laws, codes and regulations.

Develop the nature and scope of internal audits and design-audit procedures independently; implement policies and procedures to assure a comprehensive audit program is maintained and complies with laws, codes, regulations and requirements; recommend new or revised policies and procedures to improve effective and efficient management controls; prepare annual audit plans and present to the Board.

Observe procedures, collect and analyze data and prepare findings reports; communicate with site Principals, staff and District administration and the Superintendent regarding audit findings and recommend corrective action or improvements.

Provide assistance to site personnel and administration in areas related to training, monitoring and recording; prepare training manuals as needed.

Train, supervise and evaluate the performance of assigned staff; make recommendations regarding promotions, discipline, reassignment or termination as appropriate.

Coordinate and assist in external audits performed by federal, State and local governments and contract auditors.

Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

Attend meetings related to assigned activities; conduct workshop training for groups of District office and school site staff in a variety of cash and procedural related financial activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of procedural guidelines related to public sector auditing activities.

District, State and federal procedures, and applicable laws, codes, and regulations.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Perform a variety of internal audits of cash based systems and compliance reviews; perform investigative audits and special analyses.

Prepare oral and written audit reports.

Provide assistance to site personnel and administration in areas related to training, monitoring and recording.

Train, supervise and evaluate the performance of assigned staff.

Determine the nature and scope of systems analyses or audits.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive oral, narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or related field and three years of comprehensive auditing or accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Certified Public Accountant certification.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Seeing to read a variety of materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Supervisory Job Description
Adopted by BOT 2/24/03