

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: STAFF AUDITOR

BASIC FUNCTION:

Under the direction of the Internal Auditor, conduct internal audits of financial records, documents and systems in areas such as collections, commercial warrants, attendance, residency, Independent Study, transportation and student body organizations to assure accuracy and compliance with District policies and procedures and applicable laws, codes, regulations, and Generally Accepted Accounting Principles; provide recommendations and training related to assigned auditing functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Conduct internal audits of financial records, documents and systems in areas such as cafeteria cash collections, miscellaneous collections, commercial warrants, attendance, residency, Independent Study, transportation and student body organizations to assure accuracy; audit District-wide commercial warrants; conduct a variety of investigative audits and special assignments as directed.

Review, analyze and audit a variety of transactions including income and expenditures; examine a variety of data to identify errors, deficiencies in controls and compliance issues; assure financial and statistical documents, transactions, records and reports comply with District policies and procedures and applicable laws, codes, regulations, and Generally Accepted Accounting Principles.

Reconcile accounting reports and statements with financial records to assure accuracy and completeness; verify account balances, adjust accounts and make corrections as appropriate; determine appropriate methodology for implementation of corrective actions.

Compile and analyze data and interview staff in the identification and resolution of compliance issues, discrepancies and miscalculations; present reports of audit findings and recommend corrective actions to District staff and administrators as appropriate.

Provide technical training and assistance to District personnel in response to District needs, audit findings and compliance issues in various areas such as Independent Study; explain related principles, practices, techniques, standards, requirements, policies and procedures.

Input a variety of financial and statistical data; initiate queries, extract and manipulate data, develop spreadsheets and generate a variety of computerized documents, records and reports; establish and maintain automated records and files; assure accuracy of input and output data.

Prepare and maintain a variety of narrative, statistical and financial records, reports and files related to audits, residency, attendance, errors, findings, recommendations, commercial warrants and assigned activities.

Assist in maintaining a comprehensive audit program in accordance with established requirements and procedures; assist in designing the nature and scope of internal audits; assist in formulating audit procedures.

Communicate with District personnel and various outside agencies to exchange information and

resolve issues or concerns.

Operate a variety of office equipment including a computer and specialized software; drive a vehicle to conduct work.

Audit internal controls and provide recommendations for enhancing effectiveness and efficiency of financial and administrative systems, processes, policies and procedures.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in financial and operational internal audits.

Methods, procedures and terminology used in professional accounting and auditing work.

Generally Accepted Accounting Principles.

Applicable State and federal laws, codes, regulations, policies and procedures related to school district accounting and auditing.

Research and statistical evaluation techniques.

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

General accounting and business functions of a community college.

Policies and objectives of assigned programs and activities.

Preparation of financial statements and comprehensive accounting reports.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Conduct internal audits of financial records, documents and systems in areas such as cafeteria cash collections, miscellaneous collections, commercial warrants, attendance, residency, Independent Study, transportation and student body organizations to assure accuracy.

Interpret, apply, explain and assure financial and statistical documents, transactions, records and reports comply with applicable laws, codes, regulations, policies and procedures.

Audit and assure accuracy of District-wide commercial warrants.

Review, analyze and audit a variety of transactions including income and expenditures.

Provide technical training and assistance to District personnel in response to District needs, audit findings and compliance issues in various areas such as Independent Study.

Reconcile accounting reports and statements with financial records.

Compare numbers and detect errors efficiently.

Monitor, assess and provide recommendations concerning financial, accounting and budgetary systems, internal controls, techniques and procedures.

Prepare and analyze comprehensive accounting reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain accurate financial and statistical records.

Meet schedules and time lines.
Analyze financial data and prepare reports, forecasts and recommendations.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, business administration or related field and one year professional-level accounting experience including work with internal audits

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling or crouching to file 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

Office-Technical Job Description

*Adopted by BOT 1/25/03
Revised BOT 1/23/06*