



Job Title – Internal Auditor

Supervisor: Internal Audit Director, Chief School Financial Officer and Executive Director of Finance

FLSA Status: Non-Exempt

Job Goal: To ensure accurate financial management procedures and reporting for the school system.

Minimum Qualifications:

1. Bachelor's degree from an accredited college or university with coursework in accounting, business administration or a closely related field or three (3) years of experience in public school auditing.
2. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
3. Proficiency in oral and written communication skills.
4. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions.
5. Extensive working knowledge of general office and accounting software including, but not limited to, spreadsheets, word processing, flow charts, and local school accounting programs.
6. Ability to read, analyze and interpret financial reports.
7. Ability to effectively present information in meetings, in written reports, or graphic presentations.
8. Ability to work independently, make decisions and prioritize tasks to accomplish job responsibilities and assignments.
9. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
10. Ability to be punctual and in regular attendance.
11. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Assists with or performs financial compliance or special audits of local schools or other school system departments or processes as assigned; prepares working papers documenting audit procedures, findings, and conclusions.
3. Conducts entrance and exit conferences with principals and bookkeepers to describe expectations, recommendations, findings, and charges.
4. Prepares and submits timely reports of audit findings and recommendations to Director of Internal Audit for review and follow-up.
5. Performs follow-up procedures regarding audit findings as assigned.
6. Assists outside auditors as needed in the school and system audits.
7. Serves as trainer/resource person for local school bookkeepers.

8. Oversees the function of providing technical support and assistance to all local school secretaries-bookkeepers relating to the processing of accounting transactions, financial reporting, budget preparation, or other areas as approved by the Internal Audit Director or Chief School Finance Officer.
9. Provides individualized training for new local school bookkeepers and provides assistance to local school bookkeepers as needed.
10. Oversees the accurate integration of local school software financial data with the system general ledger software monthly.
11. Exhibits interpersonal and collaboration skills needed to work as an effective team member.
12. Models and maintains high ethical standards.
13. Demonstrates initiative in the performance of assigned responsibilities.
14. Participates in the training programs offered to increase skill and proficiency related to assigned responsibilities.
15. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
16. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
17. Responds to inquiries and requests in a timely and positive manner.
18. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
19. Properly uses equipment and material resources of the school system.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
21. Reports absences and takes leave in accordance with Board policies and procedures.
22. Performs any other job-related duties as assigned by Supervisor(s).

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.