

JOB TITLE: **INTERNAL AUDITOR**

RESPONSIBLE TO: **ACCOUNTING SUPERVISOR; CHIEF SCHOOL FINANCIAL OFFICER (CSFO)**

FLSA Status: **Exempt**

JOB GOAL: **TO ENSURE ACCURATE FINANCIAL MANAGEMENT PROCEDURES AND REPORTING FOR THE SCHOOL SYSTEM**

QUALIFICATIONS:

1. Bachelor Degree in Accounting/Business/or closely related field, or three (3) to five (5) years prior experience in public school finance/accounting
2. Previous experience in computerized accounting systems with extensive working knowledge of general office and accounting software including, but not limited to, spreadsheets, word processing, flow charts, and local school accounting programs
3. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions
4. Ability to read, analyze and interpret financial information
5. Ability to effectively present information in meetings, in written reports, or in graphic presentations
6. Knowledge of accounting manual and procedures, compliance guidelines, computer programs, and digital reporting for the State Department of Education and/or the _____ Board of Education
7. Demonstrated ability to work independently, make decisions and prioritize tasks to accomplish job responsibilities and assignments

JOB DUTIES AND RESPONSIBILITIES:

1. Assist with or perform financial compliance or special audits of local schools or other school system departments or processes as assigned; prepare working papers documenting audit procedures, findings, and conclusions
2. Conduct entrance and exit conferences with department heads, principals and bookkeepers to describe expectations, recommendations, findings, and charges
3. Assist external auditors as needed in the school and system audits

4. Prepare and submit timely reports of audit findings and recommendations to the Accounting Supervisor and/or CSFO for review and follow-up
5. Perform follow-up procedures regarding audit findings as assigned
6. Serve as primary trainer/resource person providing individualized training for local school bookkeepers as needed
7. Oversee 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 CSFO
8. Oversee the accurate monthly integration of local school financial data with the system general ledger software
9. Perform any other job-related duties as assigned by supervisor(s)

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines