

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: INTERNAL AUDITOR

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services, conducts a variety of internal audits to evaluate and determine financial and operational efficiency of designated departments, programs and functions; reviews and analyzes financial and statistical records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles; provides consultation and recommendations to administrators concerning policies, procedures and techniques for enhancing operational and financial efficiency of department or program activities; develops and maintains enrollment projections, ensuring compliance with State and federal requirements and provides applicable procedures for District staff; trains, supervises and evaluates the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Coordinates and conducts specialized internal personnel audits in the investigation of employee wrongdoing and fraud as assigned.

Coordinates placement of students at alternate schools when space is not available to comply with State and bargaining unit class-size requirements.

Develops annual enrollment projections for the purpose of estimating staffing and facility needs for the upcoming year.

Develops, implements and evaluates methods, programs and strategies for conducting department audits; evaluates individual department and program systems, controls, operations and procedures to identify specific areas for auditing; coordinates and conducts interviews and data collection in the auditing and analysis of designated functions and activities.

Evaluates, prepares and responds to Public Records Requests; reviews and monitors Time Accounting forms to determine if salary expenditure adjustments are needed.

Maintains inventory of classrooms and facility usage for the purpose of determining student capacity.

Monitors class sizes to ensure compliance with District established limits and mandated requirements.

Operates a variety of office equipment including a copier, fax machine, computer and assigned software; drives a vehicle to conduct work.

Plans, organizes and conducts a variety of internal audits to evaluate and determine financial and operational efficiency of designated departments, programs and functions; coordinates external audits; provides requested documents and responds to audit findings; recommends corrective actions or improvements; reviews and assesses activities to assure compliance with established laws, codes, regulations, policies and procedures; assures proper and effective application of internal controls.

Provides consultation and recommendations to administrators concerning policies, procedures and techniques for enhancing operational efficiency of department or program activities; advises administrators concerning accounting errors and discrepancies and methods for resolving related issues; prepares clear and concise audit reports including recommendations for enhancement.

Prepares compliance requests for the District as assigned regarding State specific requests; collaborates with other units for the purpose of verifying student enrollment information for CBEDS and CALPADS reporting.

Prepares and maintains various records and reports related to audits, results and assigned activities; researches and collects data; assists in the development of procedural manuals as requested.

Reviews and analyzes financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; provides technical advice concerning accounting standards and procedures related to accounting and budgeting activities.

Reviews audit guidelines, procedures and results with administrators of various programs and departments; negotiates corrective actions and internal controls for areas of concern; monitors cash handling procedures; follows-up on audit recommendations to evaluate effectiveness of corrective actions.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Applicable laws, codes, regulations, policies and procedures.
- Arithmetic calculations.
- Generally accepted accounting and auditing principles, practices and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Interviews, testing and data collection used in the auditing and analysis of designated functions and activities.
- Investigative techniques and strategies for enhancing operational and financial efficiency.
- Methods, programs and strategies for conducting department audits.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Policies and objectives of assigned program and activities.
- Practices, procedures and techniques used in financial and operational internal audits.
- Principles and practices of supervision and training.
- Record-keeping and filing techniques.
- Research methods and report writing techniques.

**ABILITY TO:**

- Analyze situations accurately and adopt an effective course of action.
- Assure proper and effective application of internal controls.
- Communicate effectively both orally and in writing.
- Compare numbers and detect errors efficiently.
- Conduct a variety of internal audits to evaluate and determine financial and operational efficiency of designated departments, programs and functions.
- Develop, implement and evaluate methods, programs and strategies for conducting department audits.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and files.
- Operate a computer and assigned office equipment.
- Perform arithmetic calculations with speed and accuracy.
- Plan and organize work.
- Prepare clear and concise audit reports.
- Provide consultation and recommendations to administrators concerning policies, procedures and techniques for enhancing operational and financial efficiency of department or program activities.
- Review and analyze financial and statistical records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.
- Train, supervise and evaluate the performance of assigned staff.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Driver's License and Evidence of Insurability.
- Successful passage of the District's job-related proficiency test.
- Certified Public Accounting or a Certified Internal Auditor certificate is desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Constant interruptions.
- Driving a vehicle to conduct work.
- Indoor Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

**HAZARDS:**

Traffic hazards.

**FLSA Status**

Exempt

**Approval Date**

3/01/08, 7/27/15, 9/28/17

**Salary Range**

Supervisor Schedule