



EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: Internal Auditor

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD107

Summary: Responsible for reviewing and auditing the internal control procedures and processes utilized by all schools and departments within the East Baton Rouge Parish School System (EBRPSS) Business Operations.

Essential Duties and Responsibilities:

- Performs audit procedures, including identifying and defining issues, reviewing and analyzing evidence, and documenting school procedures.
- Conducts interviews, reviews documentation, develops and administers surveys, and prepares all necessary work papers.
- Determines a valid representative sample of financial transactions for each audit. Identifies and documents audit issues and makes recommendations using independent judgment concerning areas being reviewed.
- Prepares a written audit report for each assignment. Communicates and reviews the results of all audits with the Chief Business Operations Officer.
- Reviews all audits completed by the School Accounts Auditors.
- Pursues professional development opportunities, including external training and professional association memberships, and shares information gained with staff and co-workers.
- Approves and presents reports of audits.
- Presents reports of audit findings from tests conducted to the Superintendent of Schools, Chief Business Operations Officer, Chief Academic Officer, Internal Auditor, Assistant Superintendent of Instruction, School Principal, and Executive School Secretary.
- Ensures that all audits are communicated to the EBRPSS School Board President and School Board Vice-President.
- Ensures that all fraudulent audits are submitted to the Legislative Auditor and external auditor.
- Assists the Property Control department by conducting inventory audits of the school campuses.



- Corrects errors and discrepancies; as well as, assists Executive School Secretaries in the resolution of discrepancies within their Monthly Bank Reconciliation reports and associated fiscal records.
- Assists and advises all Executive School Secretaries' concerns regarding the Administrative Guidelines.
- Assists in the year-end audit review of the schools' fiscal records.
- Works with Information Technology and Software technicians to ensure that the Financial System is working properly at all school campuses.
- Transfers all bank charges from the Internal Audit Master Account to each of the individual school bank accounts. Works closely with Bank personnel to ensure that all school accounts are properly maintained.
- Works with NSF Collections Company to ensure that all school campuses are receiving their reimbursement checks.
- Provides reports of school activity fund balances to the Chief Financial Officer, and external auditors.
- Provides approval for all major expenditures of school funds at all school campuses. Communicates and presents in-services for principals, secretaries, and principal interns regarding school finances and school audits.
- Prepares the strategic plans for the Internal Audit and School Accounts departments. Member of the EBRPSS Finance Committee.
- Represents Internal Audit and School Accounts departments on organizational project teams, at management meetings, and with external organizations.
- Provides training, coaching, and guidance to the School Accounts department staff in conducting audits and other audit-related issues.
- Plan audit engagements and maintain composure under pressure while meeting multiple deadlines.
- Under only general supervision, individuals must be able to work with considerable latitude for independent judgment
- Demonstrates skill in negotiating issues and resolving problems.
- Adheres to all organizational and professional ethical standards.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:



The Internal Auditor is required to hold a graduate degree (MBA) and/or certification (CPA). A Bachelor's degree in accounting from an accredited college or university, supplemented by course work in auditing and governmental accounting is also required. Two (2) or more years successful professional level experience in independent public or governmental auditing is required. The Internal Auditor should have a working knowledge of GAAP principles and procedures.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.