

JOB DESCRIPTION

Grossmont Union High School District

INTERNAL AUDITOR

Purpose Statement:

The job of Internal Auditor is done for **the** purpose/s of developing **and** monitoring internal controls **to ensure** accuracy of **fiscal** requirements, budget guidelines, attendance reporting and **special projects**; coordinating **and** submitting an annual audit plan to **the** Audit Committee; analyzing **costs of** programs **and** services; **and** providing analytical **information** and confidential collective bargaining materials and reports **as** may be required by administrative and program personnel **and/or** regulatory agencies. Incumbents in **this classification provide students and staff** (and **the** public) **with** administrative support services (**for school sites**) which directly supports learning.

This job **reports** to Office of **the** Superintendent

Essential Functions

Administers special audits as requested by management (**e.g.** conduct **investigations** of **suspected** fraudulent **activities** by **District** employees) for the purpose of presenting findings to appropriate **staff**.

Analyzes **systems** for **the purpose of** determining **scope** of audits, formulating procedures, reviewing compliance with District policies and procedures, ensuring **the reliability** of financial **records** and/or safeguarding District **assets**.

Collaborates **with** school **site staff** (e.g. Associate Student Body (ASB) and **clerical** support **staff**) for the purpose of providing technical assistance in establishing procedures **and** controls **and/or assisting in fiscal** closing **procedures** and required reporting.

Communicates with other **administrators**, personnel and **outside** organizations to coordinate **activities and programs** (e.g. resolving issues and **conflicts**, exchanging information, developing policies and procedures) for the purpose of encouraging **effective** and **efficient management** controls.

Contacts other District and public agencies during the **course** of audit research for the purpose of obtaining or providing programs and services.

Coordinates **and** submits an audit plan to the Audit Committee **as** required for the purpose of providing information.

- Coordinates the compilation and analyzation of data for **the purpose of** communicating audit findings, recommending corrective action or improvements, and ensuring implementation of adopted recommendations.

Coordinates the preparation of detailed audit findings that note policy and/or procedure violations for the purpose of documenting information required for disciplinary actions and corrective procedures.

Coordinates the preparation **of written** materials (e.g. reports, memos, **letters**, recommendations, **etc.**) for the **purpose of documenting activities, providing written** reference and/or conveying information.

Coordinates the processing of **financial** information for the purpose of ensuring the **accuracy** of reported information and the availability of funds in compliance with state **and** federal **regulations**.

Examines **school financial records** to **ensure that** various **services performed during student activities meet district requirements and have** been paid for the purpose **of compliance with contracts and with IRS and state laws and regulations**.

Implements **policies and procedures for the purpose of ensuring a comprehensive** audit program **is maintained and** complies with laws, **codes, regulations** and requirements and/or recommending new **or revised** policies and **procedures** to improve effective and efficient management **controls**.

Maintains **current** knowledge on programs **and issues that affect** school auditing functions and **services for the purpose** of recommending **corrections** and improvements.

Monitors District operations and identifies **areas of risk** for the **purpose** of recommending corrections **and** improvements.

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Experience

Job related experience within **specialized field is** required.

Education

Bachelors **degree** in job **related area**.

Required Testing

As required for
position

Continuing Educ. /
Training

None
Specified

FLSA **Status**

Exempt

Job
Description:*Internal*

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance

Approval Date

12/14/2006

Salary
Grade

Management
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