

**Support Associate V
New Hanover County Schools**

Job Description

Class: Classified

Dept: Superintendent's Office

TITLE: Support Associate V

- QUALIFICATIONS:**
1. High School degree required, Associates degree in business or accounting preferred.
 2. Extensive, broad experience in an office environment with knowledge required in the following areas: spreadsheet
 3. Effective communication and computer skills.
 4. Five or more years of work experience in auditing, financial operations, government or related business field preferred.

REPORTS TO: Internal Auditor

JOB GOAL: To provide assistance and support to the Internal Auditor.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations appropriate to this assignment.
2. Ensure that applicable laws, regulations, and policies are being adhered to consistently.
3. Maintain strict confidentiality for all auditing matters.
4. Assist in conducting audits and implementing a broad and comprehensive internal auditing program.
5. Assist to ensure that adequate internal controls exist and are being applied.
6. Responsible for assisting in the preparation of audit reports, inventory counts and the annual audit.
7. Maintain Internal Auditor's calendar and files, reconcile budget, coordinate travel, make appointments and handle telephone inquiries.
8. Assist with audit investigations as assigned.

9. Research and prepare correspondence, reports, presentations, surveys, charts, graphs, and other printed materials with accuracy.
10. Attend training sessions and/or seminars as required to maintain or enhance skills.
11. Perform additional duties and special projects as assigned by the Internal Auditor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, parents, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.