

**Internal Auditor
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Superintendent's Office

TITLE: Internal Auditor

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance or Business Administration required. Certified Public Accountant preferred.
2. Extensive knowledge required in the following areas: Generally Accepted Accounting Principles, spreadsheet programs and accounting software.
3. Five years of experience in auditing, government or related business field required. Supervisory experience preferred.

REPORTS TO: Superintendent

JOB GOAL: To provide an internal audit program for the school system covering all financial, procedural and operational aspects of the organization.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations.
2. The internal auditor has the authority to initiate audits and reviews of any system function or activity under the direction of the Superintendent. All reports should be submitted to the Superintendent with a copy to the Chief Financial Officer.
3. Develop, implement, and administer a broad and comprehensive internal auditing program to ensure that the fiscal management of the system is effective and efficient. This program should include financial, procedural, and operational audits of all areas of the school system.
4. Ensure that adequate controls exist and are being applied.

5. Ensure that applicable laws, regulations, and policies are being adhered to consistently.
6. Provide objective reports on audits and reviews including recommended changes required in system policies, procedures and personnel. Assure that recommendations from audits or reviews are responded to within an appropriate time period.
7. Serve in coordination with the Finance Director as liaison with external auditors during the compliance portion of the annual audit. Provide external auditors with copies of audit reports completed during the year and access to audit workpapers. Assist the external auditors with the testing.
8. Coordinate with Assistant Superintendents for notification of all local, state and federal audits (financial, procedural and operational). In addition, obtain a copy of all final audit reports and correspondence.
9. Prepare annual goals in coordination with the Superintendent.
10. Prepare at least quarterly reports for the Superintendent that summarizes the audit activity during the quarter.
11. Review policies and procedures and make recommendations for improvements.
12. Perform other duties and responsibilities as requested by the Superintendent.

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 Exempt

Starting Salary and/or Grade: Central Office Administrator II

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

Knowledge, Skills and Abilities:

- Thorough knowledge of federal, state and local laws, rules and regulations governing financial service functions, including finance, accounting, accounts payable, budgeting, fixed assets, and payroll.
- Ability to conduct effective audits and to monitor fiscal control through knowledge of general accepted accounting practices and auditing.
- Ability to prepare clear and concise reports and narratives from compiled researched data; and to analyze financial statements and other technical data.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.