

**POSITION TITLE:** Auditor

**QUALIFICATIONS:** Bachelor's Degree in accounting, business administration or a related field and a minimum of five years of professional auditing experience as a Director of Internal Audit, Supervisor of Auditing, Senior Auditor or an equivalent level position. Excellent interpersonal, communications, customer service, presentation and organizational skills are required. CIA, CPA, CGAP, CISA, and/or CFSA certification is preferred. Must be able to work cooperatively in a team environment to lead the planning of division-wide audit goals and the departments plan to achieve related objectives. Must have considerable knowledge of the principals and practices of governmental and commercial auditing and accounting, fieldwork and reporting. Must have the ability to plan and conduct comprehensive audits and investigations for the Audit/Finance Committee. Must be able to prepare and present audit reports, professional comments and opinions. Must have professional knowledge of generally accepted accounting and auditing principles and ability to plan and conduct audits in accordance with the "International Standards for the Professional Practice of Internal Auditing" issued by the Institute of Internal Auditors. Must have considerable knowledge of information systems and extensive skill in the use of computers in conducting audit activities. Must have the ability to establish and maintain effective working relationships (operating in a team environment) with the Audit/Finance Committee, office staff, school administrators, central office staff, external auditors and other personnel as required.

**PERFORMANCE EXPECTATIONS:** Plans, directs, administers, and reviews the performance of internal audit activities for the school division. Performs work independently within the established School Board policies and procedures and within professional guidelines for auditing. Prepares an annual audit plan that fulfills the responsibility of the department. Evaluates the adequacy and effectiveness of internal accounting procedures and existing systems of internal controls. Provides reports on evaluations of activities audited, audit findings, and recommendations for corrective actions and improvements along with follow-up reports on implemented recommendations. Evaluates policies, programs and systems to ensure they achieve intended results. Meets with management at all levels and the Audit/Finance Committee of the School Board as necessary, to discuss audit plans and results and make recommendations to resolve audit findings requiring corrective action. Supervises and trains junior auditor's in current audit procedures and techniques. Monitors and reviews auditor's working papers and reports. Evaluates the audit program and staff performance to ensure compliance with professional standards. Confers, advises, initiates, and coordinates with other departments about policies and procedures. Conducts special audit-related assignments at the request of the School Board. Maintains effective working relationships with management and external auditors. Reports to the School Board Audit/Finance Committee on internal audit activities and performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs difficult professional work in the examination of the school division's accounting records and systems and performs professional level related work as required. Work is normally performed independently under minimum or no supervision. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.