

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**Job Description**

**TITLE:** Internal Auditor (FLSA Status: Exempt)

**MINIMUM QUALIFICATIONS:**

1. U.S. Citizen or authorized alien
2. A bachelor's degree in Accounting, Business Administration, or a related field, with at least three (3) years of experience in governmental auditing, preferably of school boards.
  - a. An additional four (4) years of experience in governmental auditing may be substituted for the required bachelor's degree.
  - b. A MBA, CPA, or CIA may be substituted for two (2) years of the required three (3) years of experience.
3. Successful supervisory and administrative experience in accounting and/or auditing.
4. Demonstrated ability to prepare written reports.

**REPORTS TO:** Superintendent

**SUPERVISES:** None

**ESSENTIAL JOB FUNCTIONS:**

1. **DESIGN AND EVALUATION** – Responsible for reviewing and auditing the internal control procedures and processes utilized by all schools and departments within the Finance Department. Ensures economic and efficient fiscal operations of all school board departments.
  - a. Develops goals and objectives designed to provide efficient performance of all assignments.
  - b. Develops personal goals and objectives to improve performance.
  - c. Reviews and improves services on an ongoing basis.
2. **LEADERSHIP** – Challenges the extent to which the various departments are complying with the school board's policies and procedures.
  - a. Conducts audits of school activity funds on a rotating basis.
  - b. Assists the Property Control Department by conducting fixed asset inventory audits of schools and administrative sites.
  - c. Performs quarterly audits on a test basis in Finance Department as follows:
    - Purchasing/Bidding procedures
    - Payroll/Personnel related matters
    - Cash disbursements and credit card transactions
    - Cash receipts, bank reconciliations, and accounts receivable
  - d. Performs random audits of petty cash for schools and administrative sites.
3. **MANAGEMENT** – Designs tests and performs reviews to ensure that adequate internal controls are in place. (1) To safeguard public assets, (2) to ensure economic and efficient operations, and (3) to provide for timely and accurate preparation of financial statements.
  - a. Assists in the year-end audit review of the schools' fiscal records.
  - b. Provides input into the development of School Board policies and procedures.
  - c. Submits written reports to the Superintendent on all audits and/or tests performed. Reports will include the scope of the examination, all notes on discrepancies, and recommendations to correct each discrepancy.
  - d. Makes recommendations, both written and oral, to improve the fiscal operational effectiveness and efficiency of the School System.
  - e. Provides monthly status reports to the Board as part of the monthly Finance/Administrative Committee as a Whole meeting.
  - f. Provides audit reports, findings, and recommendations to the Board once they are completed as part of the monthly Finance/Administrative Committee as a Whole meeting.
  - g. Provides a summary annual report to the Board indicating the audits completed, major findings, recommendations, corrective actions taken by the System, and significant findings that have not yet been fully addressed as part of the June Business Affairs/Administrative Committee as a Whole Meeting.
4. **SCHOOL/COMMUNITY RELATIONS** – Initiates procedures which ensure effective school/community relations.
  - a. Works to achieve maximum understanding and support of public education.
  - b. Communicates and presents in-services for principals and bookkeepers regarding school finances and school audits.
  - c. Communicates financial procedures and programs to appropriate personnel and agencies.
  - d. Works with supervisors and other personnel to solve problems.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs any other duties as assigned by the Superintendent.

**PHYSICAL DEMANDS:**

- a. Possesses physical skills and stamina to perform job responsibilities.
- b. Must tolerate constant periods of sitting while operating from the computer keyboard.
- c. Must be able to use hand and finger activities to handle or feel objects, and use tools or controls such as a calculator.
- d. Must be able to stand, walk, stoop or work from a bending position in performing job duties.
- e. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manual computer runs, files, manuals, books, etc.
- f. Must on occasion run, load, and unload form equipment.
- g. Must be able to lift equipment, forms, and boxes.
- h. Must be able to travel to schools and administrative sites within the Parish.

**TERMS OF EMPLOYMENT:** Twelve (12) months per year, salary in accordance with current salary schedule.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to the changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number