

SCOTTSDALE UNIFIED SCHOOL DISTRICT

POSITION: Business Analyst/Internal Auditor

PAY GRADE: Administrative Support M	FLSA STATUS: Exempt
POSITION OBJECTIVE: The job of Business Analyst/Internal Auditor is done for the purpose/s of providing financial support for District's Bond and Override projects as well as providing financial, compliance, and operational audits. This position reports to the Chief Financial Officer.	
DUTIES & RESPONSIBILITIES: (These duties are a representative sample; position assignments may vary.) <ul style="list-style-type: none">• Support budget analysis and project spend rates.• Review, track, and manage project expenditures.• Develop metrics for tracking project budget to actual expense progress.• Gather, analyze and support data that is critical to the success of the projects, such as detailed site information and tracking construction schedules to actual.• Assist Chief Business and Operations Officer with analysis of complex project plans, tasks, milestone dates, status, resource allocation and actual costs for projects.• Support tracking, analyzing, and reporting of action items status and other critical project metrics for Governing Board reports.• Analyze, track, and report on project critical success factors.• Maintain the project document library.• Enter a variety of information into databases, spreadsheets, and/or other related computer-based programs.• Compile routine, standardized reports from applicable database(s) and/or records; distributes reports to appropriate individuals.• Perform other duties of a similar nature or level.	
EDUCATION & EXPERIENCE (positions in this class typically require): <ul style="list-style-type: none">• Accounting/Business Degree or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.	
LICENSING REQUIREMENTS (positions in this class typically require): <ul style="list-style-type: none">• None required.	
KNOWLEDGE (position requirements at entry): Knowledge of: <ul style="list-style-type: none">• Customer service principles• MS Office- Excel/Word• iVisions/Smart Sheet• Cm@R	

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<ul style="list-style-type: none">• USFR
<p>SKILLS (position requirements at entry):</p> <p>Skill in:</p> <ul style="list-style-type: none">• Providing customer service• Operating a computer and related software applications• Operating modern office equipment• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
<p>PHYSICAL REQUIREMENTS:</p> <p>Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.</p> <p>Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time.</p> <p>Incumbents may be subjected to moving mechanical parts, odors, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.</p>
<p>NOTE:</p> <p>The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.</p>