Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Auditor**

Qualifications: Approval by State Board of Education
Minimum 2 years public accounting experience

Essential Job Functions (Performance Responsibilities):

1. Examines financial documents, records, and accounts from time to time for the purpose of determining the propriety of transactions, ascertaining whether all transactions have been properly recorded, and determining whether statements drawn from accounts reflect an accurate picture of financial operations and financial status.

2. Supervises the preparation of studies establishing, appraising, and/or improving financial procedures.

3. Evaluates the system of internal audits.

4. Works closely and cooperatively with independent auditors as the Board may engage from time to time to meet its legal obligations for ensuring sound fiscal controls.

5. Prepares and submits to the Board such reports as the Board may request or require.

Reports To: Superintendent/Business Manager

Terms of Employment: Twelve-month year

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with provisions of Board Policy.

Approved 03/08/1993