

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 Administratively and Audit Committee/Board Functionally

SUPERVISES: None

JOB SUMMARY: Conducts audits for management and the Audit Committee/Board to assess effectiveness of controls, accuracy of financial records, and efficiency of operations.

ESSENTIAL JOB FUNCTIONS:

- Identifies departmental needs and objectives based upon the needs and objectives of the Audit Committee/School Board and Superintendent.
- Ensures that the internal audit function adheres as closely as practical to the “Standards for the Professional Practice of Internal Auditing”.
- Develops and implements an annual audit plan and risk assessment for the examination of records and procedures for all schools and departments to ensure that proper controls and management procedures are employed.
- Coordinates internal audit and external audit work to ensure adequate audit coverage and to minimize duplicate efforts.
- Reports the results of audits to the Superintendent, the Chief Financial Officer, and appropriate school and department heads.
- Foresees developing issues and take appropriate actions to minimize negative impacts or maximize benefits.
- Recommends ways to improve processes and services.
- Conducts operational audits to ensure adequacy and effectiveness of internal control environment, compliance with district policies and procedures, and identifies opportunities for process improvements.
- Ensures compliance with state laws and district policies and procedures along with making recommendations for process improvements.
- Develops preliminary findings and realistic recommendations to improve/enhance the internal control environment.
- Maintains an awareness of audit trends and “best practices”.
- Seeks to reduce the vulnerability of financial fraud, abuse, and waste of school and district resources.
- Ability to work tactfully and harmoniously with schools, staff, agencies, and/or the public.
- Ability to plan and organize to ensure completeness of assigned tasks.
- Reviews and analyzes the financial records, policies, and procedures of individual schools.
- Prepares reports of findings and recommendations for management and the Audit Committee/Board.
- Inspects accounting systems to determine their efficiency and protective value.
- Maintains accurate records and documentation of all activities.
- Hold very sensitive information in the form of records, reports, and conversations in strict confidence.
- Provides assistance to external auditors.
- Assists the Finance Department by conducting fixed asset inventory audits of schools and administrative sites as requested.
- Performs quarterly audits on a test basis of Finance Department activity (purchasing/bidding procedures, payroll/personnel related matters, cash disbursements, credit card transactions, cash receipts, bank reconciliations, and accounts receivable.)
- Performs random audits of petty cash for schools and administrative sites.
- Provides a quarterly status report to the Audit Committee or Board as applicable.
- Provides audit reports, findings, and recommendations to the Audit Committee or Board as applicable quarterly.
- Provides a summary annual report to the Audit Committee indicating audits completed, major findings, recommendations, corrective actions taken by the System, and significant findings that have not yet been fully addressed at the final Audit Committee meeting of the fiscal year.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs any other duties as assigned by the Superintendent, Audit Committee, or Board.

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 formequipment.
- 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 change in job content, organization structure, or state and federal laws.

Approved by: _____

Date: _____

Reviewed and
Agreed to by: _____
(Incumbent)

Date: _____

Incumbent’s Name (Please Print)

Employee Identification Number