



JOB DESCRIPTION

JOB TITLE: **Internal Auditor Coordinator**

Position Type: Exempt	Department: Finance
Salary Schedule: Exempt	Reports to: Director of Finance
Salary Range: 5	Location: District Office
Term of Employment: 12 months	Date: August 18, 2020
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To perform all duties and responsibilities in an exemplary manner, such that the District will derive the maximum productivity from its employees and thereby achieve and maintain standard excellence as a public school district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Conducts audits of school ADM, property control, student activities and auxiliary accounts, cash collection requirements and documentation.
- Works with all external auditors in coordinating audit activities.
- Assists district personnel and performs internal audits of district departments and internal accounting controls to ensure compliance with USFR standards.
- Writes and maintains inter-departmental workflow within the District processes.
- Assists in developing and establishing department operating standards and procedures.
- Reviews the procedures for reporting student counts to the Department of Education to ensure that maximum funding is obtained by the district.
- Coordination of accounting clerk training program and requirements.
- Establishes and maintains good rapport with staff, community and vendors.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

- Assists with complex reports and data files using report writing tools (Click, Drag & Drill) and other outside products such as Microsoft Word and Excel.
- Develops systems for financial compliance including system to monitor and enforce programs or processes such as P-Cards and cash collection.
- Prepares detailed internal audit findings for the purpose of documenting information required for corrective action plan, recommendations and any disciplinary actions.
- Reviews and evaluates internal controls of the district for the purpose of ensuring that financial and other information required by law is properly reported.
- Provides information and reports as necessary to the Director of Finance concerning the above duties and responsibilities.
- Attends meetings as scheduled.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department or supervisor.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must have knowledge of generally accepted accounting principles (GAAP).
- Must have knowledge of USFR, Board policies and Arizona Revised Statutes.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or General Education Degree (GED), college preferred.
- Two years prior satisfactory work experience performing similar duties and responsibilities, knowledge of Infinite Visions software preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.