

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE:	Internal Auditor	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Deputy Superintendent	PAY GRADE:	831
DEPT./SCHOOL:	Office of the Superintendent	DATE REVISED:	10/22/09

PRIMARY PURPOSE:

Conduct and/or assist in conducting audits of assigned District activities in compliance with the Standards for the Professional Practice of Internal auditing, Governmental Accounting Standards and Generally Accepted auditing Standards.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree in Business or Accounting
Certified Internal Auditor certificate or Certified Public Accountant Preferred

Special Knowledge/Skills:

Working knowledge of school budgeting and accounting procedures
Strong organizational, communication, public relations, and interpersonal skills
Working knowledge of school district support functions, such as transportation/motor pool, food and nutritional services, etc.
Knowledge of Microsoft PowerPoint
Willingness to execute written employment contract with Plano ISD

Experience:

Three to Five years of experience in operational internal auditing procedures in a governmental Sector
Three to Five years experience using Microsoft office applications
Two years experience utilizing audit software (such as ACL) in computer assisted auditing techniques

MAJOR RESPONSIBILITIES AND DUTIES:

Coordinate activities and assume role of District's liaison for the external financial audit performed annually for the District.

Performs a preliminary survey in which activities and transactions in the area to be audited are ascertained in order to determine the background on operations and the effectiveness of existing internal control systems. Key control points are identified for testing and evaluation.

Determine the direction and goals of the audit, as directed.

Determines the audit scope and prepares an audit program which specifies the audit procedures and techniques to be employed

Performs the specified audit steps in accordance with approved audit program

Utilizes computer assisted auditing techniques whenever efficiencies will be realized by doing so

Evaluate the adequacy and effectiveness of administrative and financial internal controls, as required by applicable audit program

Ascertain whether District departments are complying with applicable management directives, policy statements and established procedures as tested per the applicable audit program

Ascertain as required by the applicable audit program the adequacy of physical safeguards and procedural accountability for District assets

Ascertain as required by the applicable audit program that the District is complying with specific laws and regulations

Form an objective opinion on the adequacy, effectiveness, accuracy and efficiency of the operations being reviewed based on the analysis of data obtained during an audit

Present these opinions to management in formal written reports

Make oral and/or written reports to management during and at the closing of the audit work, presenting audit findings and recommending corrective action as needed

Reviews and ascertains the adequacy of the corrective action taken to address the audit findings

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide and / or statewide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____ Date _____

Reviewed by _____ Date _____