

## **INTERNAL AUDITOR/STAFF ACCOUNTANT**

### **Purpose Statement**

The job of Internal Auditor/Staff Accountant was established for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; assisting the Director of Budget and Finance, school principals and bookkeepers; completing audits and reviews of district processes, procedures and methodologies; developing and monitoring internal controls; conducting audits of internal funds; evaluating the degree of internal control exercised by each principal and providing updated procedures and work aids for district staff.

This job reports to Budget & Finance Director

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### **Essential Functions**

- Assists bookkeepers with the use of accounting software both activity and County systems for the purpose of ensuring compliance with State, County and District guidelines.
- Audits a variety of internal activities and/or procedures for the purpose of ensuring compliance with prescribed auditing standards, detecting issues occurring at the school level so proper resolution can be determined.
- Collaborates with other staff members, school staff, independent audit staff, state agencies, etc. for the purpose of responding to questions with fund audits and/or preparing work aids, manuals, policies and procedures for use by district personnel.
- Coordinates the data processing system with financial data for the purpose of ensuring system is operating efficiently, effectively and accurately.
- Participates in a variety of meeting for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports, documents and other written materials (e.g. concise statistical, analytical reports, monthly travel report to Board, detailed audit findings, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares field trip payroll reports and invoices for school and other groups utilizing WCS transportation services for the purpose of ensuring compliance with accounting policies and procedures.
- Provides assistance to bookkeepers (e.g. conducting annual meetings, school activity procedures, accounting practices & procedures, software etc.) for the purpose of responding to questions and communicating updates to policies and procedures.
- Researches discrepancies of financial information and/or documentation for the purpose of reaching resolution, ensuring accuracy of data and complying to established procedures.
- Responds to inquiries from a variety of sources (e.g. staff, state auditors, government agencies, etc.) for the purpose of providing information to schools and/or direction related to school accounting issues and clarification as needed.
- Reviews district internal processes and controls (e.g. travel reimbursement related issues, waiver reimbursement requests, state accounting manual, etc.) for the purpose of ensuring financial information is properly processed, reported, and safeguarded.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment using pertinent software applications; planning and managing internal audits; and organizing and communicating information, concepts, and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business office practices and procedures; principles of accounting and public sector auditing; and pertinent codes, policies, regulations and/or laws governing public education.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including a variety of personality types; maintaining confidentiality; meeting deadlines and schedules; setting priorities; being attentive to detail; and establishing and maintaining effective working relationships.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Certificates & Licenses**

CPA or CFE preferred

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**