



District Five Schools of Spartanburg County

POSITION: Internal Auditor

QUALIFICATIONS: Bachelor's Degree in Accounting or Finance required
Experience in auditing and accounting preferred
Certification as a CIA, CPA, or CISA preferred

REPORTS TO: Finance Director, Superintendent, Board

GENERAL SUMMARY:

Performs professional internal auditing work. Work involves conducting performance, financial and compliance audit projects; providing consulting services to the organization's management and staff. Maintains all organizational and professional ethical standards. Works under limited supervision with moderate latitude for initiative and independent judgement.

PERFORMANCE RESPONSIBILITIES:

- Assists in identifying and evaluations the organization's risk areas
- Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.
- Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers.
- Identifies, develops and documents audit issues and recommendations using independent judgment concerning areas being reviewed.
- Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations to management and the Board of Trustees.
- Develops and maintains productive client and staff relationships through individual contacts and group meetings.
- Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers.
- Represents Internal Audit on organizational project teams and at management meetings.
- Performs related work as assigned by management.

WORKING CONDITIONS:

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to fifty pounds. Travel is required. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines.

DISCLAIMER STATEMENT:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

Application Deadline: **September 20, 2019**

Position Available: **Immediately**

Salary: General Salary Schedule (235 Days)

To apply please contact:

Heather Lister, Director of Personnel
District Five Schools of Spartanburg County
P.O. Box 307
Duncan, SC 29334
(864) 949-2340, (864) 949-2341 Fax

Spartanburg School District 5 does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in the provision of educational opportunities and benefits in compliance with Title VI and Title VII of the Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the American with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws.