

JOB DESCRIPTION

Job Title: Director of Internal Auditing

Qualifications:

1. Bachelor's degree from an accredited college or university.
2. CIA Certification required - existing certification or earned as a term of employment.
3. Eight years' experience in auditing, accounting, business analysis, or program evaluation, including four years supervisory or project management experience.
4. Five or more years' experience with public sector auditing particularly school district audits.
5. Considerable knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors.
6. Extensive experience in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions to present to management.
7. Advanced computer capabilities with WORD, Excel, and other finance/audit software to prepare reports, memos, summaries and analyses.
8. Experience with data analytics software using large amounts of data.
9. Effective verbal and written communication skills.

Reports To:

Position is directly responsible to the Deputy Superintendent.

Job Goal:

Perform advanced level professional internal audit work. The internal auditing department will conduct routine audits of District activity such as audits of school activity funds, extended day programs, warehouse activities, student classification and other routine audits of District financial practices. Manages internal auditing personnel.

Performance Responsibilities:

- Leads and manages audit staff in the planning, organizing, and monitoring of Internal Audit operations, including assisting in hiring, training and evaluating staff; taking corrective actions to address performance problems; and ensuring all applicable District policies are being followed.
- Ensure that the district internal audit practices conform to the best practices in the industry.
- Manages and performs internal audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.
- Assists the audit staff in conducting interviews, reviewing documents, developing and administering surveys, composing summary memos, and preparing working papers.
- Participates in the identification, development and documentation of audit issues and recommendations.
- Communicates the results of audit and consulting projects via written reports and oral presentations to management or as directed to the Board of Trustees.

- Develops and maintains productive client, staff, and management, relationships through individual contacts and group meetings.
- Pursues professional development opportunities, including internal and external training and professional association memberships, and shares information gained with co-workers.
- Manages external contractors as necessary to perform assigned audit functions.
- Performs related work as assigned.

Terms of Employment:

Twelve Months with salary on level CB, Administrative/Supervisory Salary Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Greenville County School Board of Trustees' Policy.