

FLSA Status: Exempt
Pay Grade: 37
Salary Range: \$88,416 - \$128,018 (Commensurate with Experience)
Days of Work: 240

**LEXINGTON RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, SEPTEMBER 2023**

JOB TITLE: DIRECTOR OF INTERNAL AUDITING

GENERAL STATEMENT OF JOB

Under limited supervision conducts routine audits of District activity such as audits of school activity funds, extended day programs, warehouse activities, and other routine audits of District financial practices. Conducts audits as necessary in cases of suspected fraud or failure to adhere to district financial management procedures. Objectively evaluates the efficiency and effectiveness of district processes and procedures; the adequacy of internal control systems; and the district's compliance with applicable policies, statutes, and regulations. Complies with Generally Accepted Governmental Audit Standards in its independent analysis and review of processes, procedures, internal controls, documents, reports, reconciliations, and statements. The Internal Auditor will report administratively to the Superintendent and functionally to the Board of Trustees.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Analyzes policies, procedures, systems, laws, regulations, and grant guidance for the purpose of determining district compliance.

Collaborates and assists other district personnel for the purpose of assessing and evaluating the fidelity of services and/or programs in the district.

Manages internal audit procedures, including district operational, financial, and compliance audits in accordance with Generally Accepted Governmental Audit Standards and the International Professional Practices Framework.

Performs sufficient audit procedures to develop sound conclusions on performance of district operations.

Participates in the identification, development and documentation of audit issues and recommendations.

Identifies and recommends best practices for improved performance.
Assists the district in identifying and evaluating the organization's risk areas.

Prepares a risk-based annual audit plan to ensure adequate audit coverage for areas of highest need.

Prepares reports and recommendations for improvements for any found deficiencies using sound professional judgment in order to assist the district in achieving its mission and objectives.
Communicates the results of audit and consulting projects via written reports and oral presentations

DIRECTOR OF INTERNAL AUDITING

as directed to the Board of Trustees.

Serves as a technical resource to district leadership and staff for the purpose of providing information to meet the district's immediate and long-term needs.

Provides sound counsel and serves as a resource for various complex financial and compliance-oriented decisions.

Maintains comprehensive and current knowledge of accounting principles, applicable laws and regulations; maintains current information on new accounting principles, methods, trends and advances in the auditing profession.

Pursues professional development opportunities, including internal and external training and professional association memberships, and shares information gained with co-workers.

Other duties as assigned.

ADDITIONAL JOB FUNCTIONS

The Director of Internal Auditing will report administratively to the Superintendent. Administrative functions include but are not limited to the following: budgeting and management accounting, human resource administration, internal communications and information flows, administration of the organizations internal policies and procedures (expense approvals, leave approvals etc.)

The Director of Internal Auditing will report functionally to the Board of Trustees to maintain independence and objectivity. The functional responsibilities include but are not limited to the following: Board approval of the risk assessment and audit plan, direct communication to the Board on any matters the Director of Internal Auditing determines necessary, including private meetings without the superintendent.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree from an accredited college or university in Accounting, Finance, or related discipline supplemented with five to seven years of professional experience in auditing, accounting, business analysis, or program evaluation. At least three years of that experience must be in auditing. At least 5 years of experience with public-sector accounting particularly school district audits is preferred. Extensive experience in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions to present to management. CIA Certification required - existing certification or earned as a term of employment.

JOB REQUIREMENTS

Knowledge:

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general accounting practices and procedures. Considerable knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Ability to understand and analyze reports and records which must be prepared, processed and maintained in order to meet federal, state and district requirements. Is knowledgeable and proficient in the use of computers for the entry and maintenance of data.

DIRECTOR OF INTERNAL AUDITING

Knowledge of supervisory methods and can instruct others through explanation, demonstration, and supervised practice.

Skills/Abilities:

Strong accounting, analytical, communications, organization, and mathematical skills. Ability to meet deadlines with accuracy. Skill in the preparation and maintenance of various financial records and reports. Ability to keep abreast of current policies and procedures. Ability to maintain the confidentiality of employee records and information. Ability to communicate in an effective and professional manner with supervisors, district staff members, external auditors, etc. Is capable of working under a degree of stress related to duties that require constant attention and/or rigorous deadlines. Operates general office equipment such as a computer, copier, calculator, facsimile machine, etc. in the performance of duties.

Additional Physical, Cognitive, and Other Requirements:

Duties involve sedentary work that includes some standing or walking. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Must be able to record and exchange data, and follow or deliver verbal and written instructions. Duties require the ability to prepare various records and reports and enter data in the correct form, including proper spelling, punctuation, and grammar. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 50 pounds and the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

Office environment with limited exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to fifty pounds. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

No direct budgetary responsibility.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.