



JOB DESCRIPTION

INTERNAL AUDITOR / ACCOUNTANT

Purpose Statement:

Under the direction of the Chief of Business Services, the Internal Auditor / Accountant is to evaluate the adequacy and effectiveness of business procedures and internal control system, the quality of performance in carrying out assigned responsibilities, and performing complex professional accounting functions. The Internal Auditor / Accountant is responsible for conducting independent analysis, reviews of compliance, financial analysis, reconciliations, creation and revisions of internal controls, appraisals, recommendations, counsel, documenting information concerning the activities reviewed and various accounting functions. Internal audit work includes conducting performance, financial, and compliance audit projects.

The Internal Auditor / Accountant reports to the Chief of Business Services.

Essential Functions

- Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Assists in identifying and evaluating the organization's risk areas and provides input to the development of the Annual Audit Plan for the purpose of developing and maintaining district-wide financial reliability and integrity and meeting the district's mission.
- Review and evaluate compliance with and the effectiveness of the internal control system and assist in creating and maintaining efficient and effective internal controls.
- Analyzes data and develops reports on a timely basis for the purpose of informing staff and providing material that is useful in planning and evaluating processes.
- Analyzes policies, systems, laws, and procedures for the purpose of determining district compliance.
- Collaborates with and assists other district personnel for the purpose of assessing and evaluating the fidelity of services and/or programs in the district.
- Performs various complex professional accounting functions as assigned.
- Develops long and short range plans/programs including annual master schedule for evaluation of programs, departments, or processes on a district-wide basis for the purpose of ensuring that district resources are effectively scheduled and utilized.
- Performs audit procedures including identifying and defining issues, developing criteria, reviewing and analyzing evidence, conducting interviews, administers surveys, and documenting client processes and procedures for the purposes of affirming and/or correcting activities or processes.
- Prepares progress reports, activity reports, and recommendations for the purpose of providing up-to-date status of projects and activities and suggestions for corrective action, if applicable.
- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient auditing system and evaluating programs or activities.
- Serves as a technical resource to the Chief of Business Services and staff for the purpose of providing information to meet the district's immediate and long-term needs.
- Assist in planning and conducting in-service activities in the audited areas for the purpose of conveying and/or receiving information and coordinating district activities.
- Participates in presentations, meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- 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 accounting profession.
- Other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; efficiently planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; conducting quality control of work products; collecting and analyzing complex data; communicating effectively with various publics; and preparing and maintaining accurate and timely records and reports.

KNOWLEDGE is required to perform advanced math and analysis, review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; development of highly technical report formats; management of information systems terminology, concepts, and practices; SC Code of Ethics and Institute of Internal Auditors; and use of specific software such as accounting software, etc.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently 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 significant diversity of individuals and/or groups; and work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines, and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality, meeting defined deadlines; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives and supervising the use of funds for multiple departments. Utilization of some resources from other work units may be required to perform the job's functions. There is some 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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience within specialized field is required. School district experience in accounting or auditing preferred. Must have three (3) years experience in auditing.

Education

Bachelor's degree in job related area required.

Required Testing

Pre-employment TB Test

Continuing Educ. / Training

None Specified

FLSA Status

Exempt

Certificates & Licenses

None specified

Clearances

Satisfactory SLED (SC Law Enforcement Division) report; outstanding references from current and former employers

Salary Grade

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