



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	AUDITOR
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8070
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Recommends and monitors internal controls relative to fiscal compliance, inventories, budgets, personnel management, etc. Must be able to work independently with minimal supervision. This position requires considerable technical work involving complex factors and decision making, in areas where there is little precedent.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs risk-based audits of activities throughout JCPS; under the direction of the Director of Internal Audit, this includes planning, determining the scope, organizing, performing detail testing of transactions and documenting the results of audit steps performed

Determines compliance with relevant policies, procedures, contracts and regulations

Performs audits designed to identify fraud risk on cash transactions

Performs audits designed to identify theft of non-cash items

Performs investigations and documents results, as needed

Performs follow up activities on corrective action plans developed based on the audits performed

Communicates the results of the audit activities orally and in writing

Maintains an independent and objective attitude in the performance of all activities

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of experience in accounting

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree in accounting or business

Certified Internal Audit designation

Experience in a diverse workplace