



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

JOB TITLE:	DIRECTOR INTERNAL AUDIT
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8438
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as the organization's executive over an independent office with the ability to investigate complaints from any and all sources regarding any matter related to the organization. Oversees advanced-level, professional, internal auditing and investigative work as a key component of the District's governance structure, with emphasis on discovering facts and making appropriate recommendations. Work involves directing a comprehensive internal audit and investigations program, including performance, operational, financial, and compliance audit projects; fraud/waste/abuse investigations; physical abuse and neglect investigations; providing direction to development of the annual internal audit plan; and providing ongoing training, coaching, and supervision to Internal Audit and Risk Investigative staff. Provides consulting on enterprise-wide risk management program. Reports administratively to the Superintendent and functionally to the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs audit staff in the planning, performing and reporting of audit activities and recommends effective actions to address performance matters

Leads investigations and directs investigative staff in the planning, organizing, directing, and monitoring of investigative activities (e.g., safety, staff misconduct, fraud, physical abuse/neglect, etc.)

Directs the identification and evaluation of the organization's audit risk areas and oversees the development of the annual audit plan based on identified risks

Directs the overall performance of audit/investigative procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting client processes and procedures

Directs the staff in conducting interviews, reviewing documents, composing summary memos, and preparing working papers

Directs the audit staff in the identification, development, and documentation of audit/investigative issues and recommendations for improvement

Administers the anonymous hotline for staff and citizen complaints

Communicates the results of audit/investigations and consulting projects

Develops and maintains productive team-oriented client, staff, management, and Board/Superintendent relationships through individual contacts and group meetings

Investigates any individual or function in the organization and reports findings to Superintendent and/or Board of Education as appropriate

Benchmarks audit work processes and promotes continuous process improvement

Follows district processes in supervision of employees

Represents office of Internal Audit at management and Board meetings and with external organizations

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited university with 24 hours in Accounting and a Certified Internal Auditor (CIA), and/or Certified Public Accountant (CPA) and/or Certified Fraud Examiner (CFE)

Five (5) years related work experience

Experience in performing and reporting investigations on a variety of topics

Knowledge and exemplary use of web-based communication tools

Knowledge of professional development and training

Effective communication skills

DESIRABLE QUALIFICATIONS

Skill in conflict resolution, mediation, negotiating issues and resolving problems

Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines

Experience in a diverse workplace