

SCHOOL DISTRICT AUDITOR, PART-TIME

Code No.: 5-19-036

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for conducting internal audits by reviewing accounts, testing controls, and reviewing records for a school district. This employee analyzes accounting systems for lack of compliance with district policies, inefficiency, fraud, duplication of efforts and improper recording of data. Work is performed under general supervision from the Superintendent. Direct supervision may be exercised over a staff of professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Performs detailed audits to verify accounts involving funds, inventories revenues, receipts and expenditures;

Reviews all invoices for errors, mishandling, discounts and sales tax;

Examines documentation of operations;

Participates in the budget process and the preparation of reports by summarizing financial data;

Submits recommendations for district management on improving practices.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the concepts, standards and generally accepted accounting principles; thorough knowledge of auditing practices, procedures and responsibilities; good knowledge of the organizational function and financial operations of a school district; good knowledge of data processing application in the maintenance of school based accounts; good knowledge of the district's budget policy and procedures; ability to establish and maintain effective working relationships with others; ability to communicate effectively both verbally and in writing; ability to develop clear and concise analyses, appraisals, recommendations and commentary; integrity; tact; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

REVISED: January 8, 1987