

AUDITOR GENERAL - RCSD

Code No. 3-02-045

Non-competitive pending New York State approval

DISTINGUISHING FEATURES OF THE CLASS: This management auditing position, located at the Rochester City School District (RCSD) is a highly confidential position responsible for ensuring policies and procedures are followed consistently in order to safeguard efficiency and effectiveness of the District, setting the direction for managing controls and remediating risks while maintaining a confidential relationship with the Board of Education members, verifying the accuracy and reliability of data, promoting adherence to prescribed policies, and remediating risks. Duties include setting priorities, guidelines and developing procedures and practices as related to the internal auditing function. Duties also include evaluating procedures and operations and creating reports for administrators on compliance with agency standards and issues that require strengthening of internal controls to ensure the highest ethical standards are fulfilled. This position oversees the Whistleblower Hot Line on behalf of the Board of Education and resolves whistleblower complaints. It remediates urgent operating issues with executive management and identifies procedural improvements required to perform operations effectively. It also provides clear and objective communication and recommendations both verbal and written to the Board of Education on District level concerns, and provides advice and counsel daily to the executive cabinet, staff, managers and directors. This position also prepares confidential communications on behalf of the Board of Education including formal District responses to external evaluations. The employee reports directly to, and works under the general supervision of Board of Education members or other higher-level staff member. General supervision is exercised over an Assistant Auditor General, Senior Staff Internal Auditor and Staff Internal Auditors. 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.)

Plans, directs, reviews and reports on operating compliance, technology, and financial audits;

Collaborates with executive management teams to resolve operating concerns and exposures, and identifies solutions to minimize overall business risk;

Develops confidential correspondence on behalf of the Board of Education including formal responses to external evaluations;

Works with independent counsel to resolve sensitive matters and prepares documentation to support litigation;

Conducts investigations or evaluations relating to procedural complaints or irregularities; identifies appropriate resolutions;

Provides leadership, direction and supervision to audit related operations and internal audit;

Surveys operations in order to gain an understanding of operations and controls, and sets the direction for managing controls and remediating risks;

Identifies and drafts policies required to provide appropriate guidance and recommends to the Board of Education for adoption;

Develops an annual risk assessment and audit plan and supervises lower level auditing staff in conducting individual audits, assigns audits to be performed, periodically reviews work as the audit progresses, provides feedback and direction, and prepares draft reports for final presentation;

Surveys operations in order to gain an understanding of operations and controls;

Assesses the economy and efficiency with which resources are employed and identifies ways of improving efficiency and effectiveness of operations;

Identifies major sources of revenues and areas of expenditures;

Discusses findings with administrators, notes their comments for supervisory review, and recommends changes in procedures and systems;

Reviews policies for compliance with statutes;

Responds to external regulator reports and identifies solutions to findings identified;

Writes reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the objectives, goals and priorities of an agency as related to internal audit activities; thorough knowledge of the principles and practices of generally accepted auditing standards, the Uniform System of Accounts, and related New York State laws; thorough knowledge of agency financial operations and the use of financial records to assess financial condition; good knowledge of management principles and practices; ability to evaluate internal controls; ability to project cost savings; ability to evaluate operating budgets and/or multi-year financial projections; analytical ability; organizational ability; ability to assess and evaluate program performance against goals and objectives and develop and implement solutions to correct deficiencies; ability to develop audit programs and determine the scope and techniques of audits; ability to monitor the work of other professional auditors; ability to develop written reports; ability to conduct entrance and exit conferences with administrators; ability to establish and maintain effective professional relationships; ability to communicate orally and in writing; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree in Accounting or Finance plus nine (9) years paid full-time or its part-time equivalent experience in internal or external operating or financial auditing activities for an entity which must include creating risk assessment and audit plans, three (3) years of which must have been at a supervisory capacity.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid New York State license to operator a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: November 8, 2018