AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ADMINISTRATIVE SUPERVISOR INTERNAL AUDIT**			PAY GRADE:	**CAD 2**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**08/20/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university is required. Four (4) years of related or auditing experiences required. An accounting or related degree in accounting, management, finance, or business, certification, or working towards certification, as a Certified Public Accountant and/or Certified Internal Auditor is preferred. Supervisory experience is preferred. A valid Texas drivers license is required. Travel throughout the district is required.

PREFERRED REQUIREMENTS:

This position requires knowledge of governmental accounting, generally accepted accounting principles, and generally accepted auditing standards. Knowledge of school district operations and finance, as well as the Texas Education Agency Financial Accountability System Resource Guide is preferred. This position requires the ability to organize and analyze data from a variety of sources and in a variety of formats, and the ability to communicate both orally and in writing. Incumbent should have a working knowledge of personal computers and Google Workspace. Information systems audit experience is preferred.

SKILL REQUIREMENTS:

This position is responsible for planning and implementing an internal audit program to help Austin ISD accomplish objectives and improve operations.

- Ability to plan and conduct financial and management audits
- Knowledge of generally accepted accounting principles (GAAP)
- Knowledge of the Institute of Internal Auditor's Code of Ethics.
- Demonstrated understanding of Texas Education Agency standards for financial accounting and reporting
- Ability to write reports, business correspondence and procedures manuals, and implement policy and procedures
- Ability to use software to develop spreadsheets, perform data analysis and do word processing. Ability to be proficient in Google Workspace.
- Excellent organizational, communication, and interpersonal skills
- The ability to communicate complex financial and operational risks to Board members with clarity, confidence, and professional skepticism.
- Skill in translating technical audit findings into strategic business impacts that resonate with non-technical Board directors.
- The ability to remain objective and firm in findings while maintaining a collaborative and professional relationship with executive leadership.
- Successful navigation of the "dual-reporting" structure (reporting administratively to the Executive Director of Governance, Accountability & Board Services, and functionally to the Board).

JOB PURPOSE AND RESPONSIBILITY:

Responsible for supervision, planning, direction, and implementing the district's internal audit function. Provide leadership to a team of internal auditors. Ensure compliance with accountability standards, laws, regulations, and policies. Provide independent and objective appraisals of financial, data processing, and other relevant matters within the district. Be responsive to the direction of the Board Audit Committee.

ESSENTIAL FUNCTIONS:

- Develop and deliver comprehensive quarterly reports to the Audit Committee regarding the status of the annual audit plan, significant internal control deficiencies, and the progress of remediation efforts.
- Facilitate the annual Risk Assessment process and present the proposed Internal Audit Plan to the Board Audit Committee for review and formal approval.
- Participate in Board Audit Committee meetings to provide candid assessments of the organization's risk culture, management's responsiveness, and the adequacy of internal controls.
- Act as a subject matter expert for the Committee on emerging regulatory changes, industry trends, and governance best practices.
- Maintain a direct and independent reporting line to the Board Audit Committee Chair to ensure the independence of the Internal Audit function and to report any instances of management interference.
- Provide timely and thorough follow-up on all inquiries or special "one-off" audits requested by the Audit Committee. Provide the Committee with "no-surprises" reporting—ensuring they are never blindsided by a major risk or control failure.
- Develop a annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management.
- Implement the annual audit plan including as appropriate any special tasks or projects requested by the Board Committee.
- Analyze and evaluate internal controls over school funds and Austin ISD funds making recommendations for improvements to prevent loss to the District.
- Assist in analyzing and evaluating school and departmental compliance with Austin ISD policies, regulations, state and federal law.
- Compile, maintain, and file all reports, records, and data documentation as required by district guidelines
- Assist in the evaluation of significant merging/consolidating functions and new or changing services, processes, operations, and control processes.
- Direct the preparation of periodic reports summarizing results of audit activities. Draft and guide staff in preparing formal written reports covering deficiencies, expressing options on the adequacy and effectiveness of the system.
- Interpret policies, regulations, and state law for principals, bookkeepers, and staff.
- Perform audit follow-up visits to determine compliance with audit recommendations and correction of problems found.
- Prepare work papers and schedules for the Austin ISD's external auditors in the conduct of the annual financial audit.

- Lead in an investigation of significant suspected fraudulent activities within Austin ISD.
- Guide staff in training to principals and the campus staff responsible for monthly reconciliations and reporting of the campus activity fund.
- Conduct internal audits and oversee the audit process in accordance with state and district standards and procedures and reports on findings following generally accepted auditing principals.
- Examine the adequacy and effectiveness of the district's system of internal controls to ensure compliance with accounting standards, laws, regulations, and policies. Identify risk exposure and control issues. Recommend standards of control and propose modifications and improvements to existing or planned financial and operation systems and procedures to improve controls and enhance operational effectiveness.
- Prepare organized, accurate, and detailed written reports ensuring that documentation clearly supports the conclusions regarding each audit objective. Work with management to obtain agreement on action plans to address audit issues. Make presentations to management, as needed.
- Develop a risk assessment and audit plan.
- Apply internal auditing standards and techniques and demonstrate project management skills.
- Direct staff, guide and coordinate activities of independent outside auditors and state agencies.
- Compile, maintain, and file all reports, records, and other documents required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of internal auditing and with the Institute of Internal Auditor's Code of Ethics.
- Follow district safety protocols and emergency procedures.
- Provide training to managers on internal controls, business risks, fraud and other related topics.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect..

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: standard office equipment including computer and peripherals

Posture: Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular light lifting and carrying (under 15 pounds)

Environment: Office or campus; may require districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under pressure; maintain objectivity

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	