AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**AUDITOR INTERNAL**			PAY GRADE:	**PRF 1**
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. A valid Texas driver license is required. Some travel throughout the district is required.

PREFERRED REQUIREMENTS:

This position requires knowledge of governmental accounting, generally accepted accounting principles, and generally accepted auditing standards. Prefer incumbent to have knowledge of school district operations and finance, as well as the Texas Education Agency Financial Accountability System Resource Guide. 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

JOB PURPOSE AND RESPONSIBILITY:

Responsible for planning, direction, and implementing the district's internal audit function. 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.

ESSENTIAL FUNCTIONS:

- Assist in the development of an annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management.

- Assist in the implementation of the annual audit plan including as appropriate any special tasks or projects requested by the supervisor of the department.

- Analyze and evaluate or assist in analyzing and evaluating internal controls over school funds and Austin ISD funds making recommendations for improvements to prevent loss to the District and remain compliant with Austin ISD policies, regulations, state and federal law.
- Assists 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.
- Assist in the preparation of periodic reports summarizing results of audit activities.
- Drafts or assists in drafting formal written reports covering deficiencies, expressing options on the adequacy and effectiveness of the system.
- Interprets 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.
- Assist in the investigation of significant suspected fraudulent activities within Austin ISD.
- Provide training as needed to principals and the campus staff responsible for monthly reconciliations and reporting of the campus activity fund.
- Conduct internal audits and assure the audit process is in accordance with state and district standards and procedures and reports on findings following generally accepted auditing principals.
- Assist the supervisor in assuring 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. Make recommendations for 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. Meet with the supervisor to address audit issues and keep everyone aware of the progress.
- Prepare information needed for presentations to management.
- Assist the supervisor in developing a risk assessment and audit plan.
- Follow internal auditing standards and techniques and demonstrate project management skills.
- Serve as liaison for and coordinate activities of independent outside auditors and state agencies. Prepare work papers and schedules for auditors in the conduct of the annual financial audit.
- 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.

- Apply internal auditing standards and techniques and demonstrate project management skills.
- Serve as liaison for 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 administrative 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:**	