



# Auditor, Internal

**Reports to:** Director, Audits & Compliance

**Division:** Office of the Chief of Staff

**Structure/Grade:** Unified 125

**Workdays:** 246 Days

## Position Summary

Conduct systematic evaluations and provide consultative advice to enhance operational efficiency, ensuring compliance with legal and regulatory requirements, and verifying the accuracy of financial records. Perform work independently with minimal supervision, applying intermediate-level knowledge to serve as an experienced individual contributor.

## Essential Job Duties

- Provide independent, objective assurance that internal controls, corporate governance, and risk management processes are operating effectively.
- Assess and evaluate financial information and operational efficiencies to ensure compliance with laws and regulations.
- Consult the organization on best practices, offering recommendations for improvement and efficiency.
- Manage the oversight of audit planning, execution, and reporting.
- Communicate findings and recommendations to senior management and stakeholders effectively.
- Identify problems and resolve moderately complex issues as they arise.
- Make minor modifications to processes to enhance the performance of the department as appropriate.
- Ensure that all activities are conducted in compliance with relevant regulations, policies, and procedures.
- Perform additional duties as assigned.

## Qualifications

- Bachelor's Degree in Accounting, Finance, Business Administration, or a related field with a minimum of five (5) years of experience in auditing or a related field is required.
- Professional certification such as Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA) is preferred.

## Knowledge, Skills, and Abilities

- Knowledge of auditing processes and practices
- Knowledge of applied business ethics
- Knowledge and understanding of organizational behavior
- Effective oral, written, and interpersonal communication skills
- Strong critical thinking skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Good computer skills, including the ability to use all relevant software.
- Ability to provide standard professional advice and create initial reports/analysis for review by experienced team professionals
- Ability to build productive internal and external working relationships and to resolve mutual problems by collaborating on procedures or transactions Ability to apply ethical principles in business situations.



### Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*