



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

STAFF INTERNAL AUDITOR

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Reports to:	Internal Audit Director
School/Department:	Internal Audit
Pay Grade:	Administrative Management/AM3
Work Days:	226
Wage/hour status:	Exempt
Created/revised:	June 2025

Primary Purpose:

Audit various District campus and department operations and programs to ensure accountability standards comply with laws, regulations, and policies.

Qualifications:

Education/Certification:

- Bachelor's degree in Accounting, Business Administration or closely related field from an accredited college or university recognized by the US Department of Education.
- Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Risk Management Assurance, (CRMA), Certified Government Auditing Professional (CGAP) or Certified Public Account (CPA) designation preferred.
- Must have valid driver's license, good driving record and available transportation during entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of generally accepted accounting principles (GAAP), the Institute of Internal Auditor's Code of Ethics, and Texas Education Agency standards for financial accounting and reporting
- Knowledge and/or understanding of school fund accounting policies and procedures
- Knowledge purchasing and procurement procedures
- Skill in managing multiple projects and leading project and teams
- Skill in scheduling specific phases of a project in a timely manner
- Skill in conducting investigations and preparing written documentation in response to inquiries and complaints
- Skill in gathering/organizing/analyzing/interpreting financial data, utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions
- Skill in presenting information in a variety of formats
- Skill in operating MS Office (Word, Excel, Access, PowerPoint) and Google platforms along with a thorough understanding of financial/payroll/HR/timekeeping systems similar to Tyler MUNIS, and KRONOS, and student information systems similar to the Public Education Information Management System (PEIMS)
- Ability to maintain objectivity when auditing a campus, department, or program.
- Ability to comprehend complex systems and technical information and explain effectively to a wide variety of stakeholders
- Ability to manage multiple complex tasks and projects simultaneously and independently to meet deadlines.
- Ability to communicate effectively, both verbally and written, utilizing professionalism, poise, tact and diplomacy.
- Ability to maintain effective working relationships with a wide variety of District and external personnel, outside organizations, elected officials, and the general public.



Experience:

- Minimum three (1) year accounting/auditing experience

Major Responsibilities and Duties:

Auditing

1. Conduct financial, compliance and operational audits in all areas of the school district.
2. Apply internal auditing standards and techniques and demonstrate project management skills.
3. Review departmental records, reports, documentation, and operating procedures to ensure compliance with Federal and State laws, Texas Education Agency rules, local board policy, and administrative regulations.
4. Complete planning, fieldwork and report writing audit functions on time and within budget.
5. Proficient in communicating audit findings verbally and in written memos and reports to the Director.
6. Perform audits in the areas of: annual physical inventory counts for District warehouses, regulated state audits/desk audits such as leaver audits, etc.
7. Maintain the highest integrity and confidentiality as it relates to audit related projects.
8. Assist in fraud investigations.
9. Review operating systems in various areas and provide recommendations for improving the process.
10. Serve as team member on various special projects such as fixed/capital assets, grants/special revenue, technology system audits, and bond fund/construction audits.
11. Complete special projects and audits as assigned by the Chief of Internal Audit.
12. Attend Audit Committee meetings and regular Board Meetings as needed.

School/Organizational Climate

1. Promote a positive image that supports the vision and mission of the District.
2. Demonstrate effective interpersonal skills in relating to and communicating with personnel.

Records and Reports

1. Prepare timely audit schedules and financial statements and working papers according to Institute of Internal Auditors and GASB standards.
2. Compile, maintain, and batch all reports, records, and other documents as required including auditable records and statements.
3. 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.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees
2. Provide training to hiring officials on internal controls, business risks, fraud and other related topics.
3. Support the District and Financial Services Department through strong work ethic and punctual attendance.
4. Attend professional growth activities to maintain awareness of current research and related issues, including technology integration, and remain current on new and emerging technologies.
5. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
6. Attend meetings as required
7. Maintain an organized work environment
8. Maintain a professional appearance
9. Adaptable to new procedures and changes



10. Perform other duties as assigned

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress

Occasional prolonged and irregular work hours

Frequent district-wide travel with occasional travel outside school boundaries

Occasional travel outside of school district boundaries

Workload is deadline drive with frequent interruptions and must be able to meet ongoing deadlines

Prolonged use of equipment and computer with repetitive hand motions

Requires performing tasks including standing, walking, bending, stooping, sitting, lifting, pushing, and carrying

Frequent contact with community and/or other district/campus employees

Work indoors and outdoors to conduct on-site inspections of facilities

Work location assigned requires physical presence in office

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____