



## Job Description

<b>Position Title:</b>	Deputy Chief, Internal Audit
<b>Job Title:</b>	Deputy Chief, Internal Audit
<b>Function:</b>	Audit
<b>Family:</b>	Auditing
<b>Reports to:</b>	Chief Internal Auditor

<b>Terms of Employment:</b>					
<b>Pay Grade:</b>	E24	<b>Minimum Salary: *</b>	\$122,937	<b>Mid-Point Salary:</b>	\$144,633
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the <a href="#">Compensation Resource Manual</a> . Annualized pay may be pro-rated based on actual start date.					
<b>Minimum Work Days:</b>	230	<b>Type of Assignment:</b>	Full-Time; Exempt	<b>Contract Type:</b>	Non-Chapter 21
<b>Funding Source:</b>	This position is locally funded.				

### Job Scope

Oversees daily operations of multiple departments or campuses within a specific segment of the district. Develops long- and short-term strategies and oversees the implementation of them. Responsible for implementing cost-saving procedures while increasing performance using multiple inputs and measuring outputs. Will adhere to the execution of district-wide policies, procedures, and programs. Manages multiple development and planning matters within the scope of direction.

### Position Summary

The Deputy Chief of Internal Audit is a key executive for the District and is a primary team leader in the internal audit department. This role involves developing and implementing a comprehensive audit program ensuring compliance with accountability standards, regulatory requirements and policies and procedures applicable to the District's operations. This role will build and lead a time of high performing professionals that evaluate the effectiveness of the district's system of internal control and the efficiency with which resources are used to help the district meet its strategic goals and objectives. This role requires comfort in directly accomplishing audit-related tasks, while leading a team to do District-wide strategic planning and assessments.

The Deputy Chief of Internal Audit builds innovative systems to strengthen internal processes, employs advanced audit techniques in the performance of audit work and defines and reports on key performance indicators. The Deputy Chief of Internal Audit fosters an environment that embraces best practices, encourages innovations and leverages resources to create a clear and defined center of excellence. This role directs and manages the successful execution of the annual audit plan.

### Essential Functions / Key Responsibilities

1. Develop and implement the annual audit plan, using risk-based assessments and methodologies to identify key risks and audit areas.
2. Manage and fulfill the responsibilities of the audit function in accordance with the IIA Global Internal Audit Standards, Internal Audit Department Charter and Board policy.



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3. Oversee the execution of internal audits, ensuring they are conducted in accordance with professional standards and internal policies, and are timely and on budget.
4. Review and appraise the effectiveness of internal control processes and procedures for internal audit work performed.
5. Provide leadership and direction to the internal audit team.
6. Mentor, coach, support and develop staff, fostering a culture of continuous improvement and professional growth.
7. Ensures a positive working culture
8. Coordinate professional development of staff based on scheduled audits and proficiency levels, focusing on building capacity of the team to execute audit tasks more effectively and efficiently.
9. Manage outsourced/co-sourced audit engagements and other special projects.
10. Responsible for the department's audit management system to include functionality, fidelity of use and training of end-users.
11. Analyze critical needs in assigned areas and work collaboratively to design, implement, refine and evaluate processes for continuous improvement through the development of standard operating procedures.
12. Partner with other district leaders to enhance operational efficiency, financial integrity and risk management practices.
13. Identify and assess potential risks, providing recommendations to mitigate them.
14. Prepare and present audit findings and recommendations to senior management and the Audit Committee.
15. Communicate effectively with stakeholders to address audit issues and implement corrective actions.
16. Ensure timely and accurate reporting of audit activities and results to management and the Audit Committee.
17. Monitor the implementation of audit recommendations and track the status of open issues, reporting the progress to management and the Audit Committee periodically.
18. Develop and implement internal processes including innovative audit techniques and tools to enhance and ensure the effectiveness and efficiency of the audit function in compliance with the IIA Global Internal Audit Standards.
19. Establish key performance indicators to measure the performance of the internal audit department and monitor and report periodically to management and the Audit Committee on the achievement of the KPIs.
20. Continuously evaluate and improve internal processes to enhance audit quality and operational efficiency.
21. Promote a culture of accountability and transparency within the District.
22. Stay current with industry trends, best practices and regulatory changes.
23. Advise and provide information to the Superintendent, Audit Committee, Board, Chief Internal Auditor, district administrators and others as necessary on matters regarding assigned function/department.
24. Administer payroll for assigned staff and prepare annual evaluations of department employees.
25. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### **Minimum Requirements**

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 3+ years of professional related experience
- Progressive leadership experience to include:
  - Planning, Organizing, Staffing, Directing, and Managing employees or teams
  - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee



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### Preferred Requirements

- Master's degree from an accredited college or university.
- 10+ years of progressive experience managing an internal audit function in a school district or urban setting or related field and
- 6+ years of progressive leadership experience to include:
  - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
  - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Certified Internal Auditor (CIA), Certified Public Accountant (CPA)

### Knowledge, Skills & Abilities

- Strong analytical, problem-solving and conflict management abilities
- Excellent communication and interpersonal skills.
- Proven leadership and team management skills.
- In-depth knowledge of internal audit standards, risk management and regulatory requirements.
- Ability to coach and manage other employees
- Ability to manage personnel
- Ability to implement policies and procedures.
- Strong organizational, communication, public relations, and interpersonal skills

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling, and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### Supervisory Responsibilities / Direct Reports

- Supervise and evaluate performance of assigned professional and paraprofessional staff.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:  
<https://pol.tasb.org/PolicyOnline?key=176>.



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San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: .....

Date: .....

Employee Signature: .....