



Job Description

Position Title:	Internal Auditor, I
Job Title:	Internal Auditor
Function:	Board of Trustees Services
Family:	Auditing
Reports to:	Chief Internal Auditor

Terms of Employment:					
Pay Grade:	E14	Minimum Salary: *	\$59,800	Mid-Point Salary:	\$72,348
*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 Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Takes a lead role in the performance of audits and special projects covering financial/operational areas, educational programs, and or investigations to accomplish the mission, goals, and objectives of the department and the District.

Essential Functions / Key Responsibilities

1. Responsible for conducting audit/project risk assessments to design and complete the planning, fieldwork, and reporting phase of complex audits in accordance with Internal Auditing (IIA) competencies and standards.
2. Plans and performs assigned audits, reviews, and other special projects under the general guidance of audit management.
3. Analyzes risk areas and internal controls within assigned projects.
4. Develops an audit program based on audit objectives and assessed risks to test the design and effectiveness of internal controls per applicable internal auditing standards.
5. Obtains sufficient evidentiary and analyzes data to support findings and value-added audit recommendations.
6. Thoroughly documents tasks performed and findings using high-quality work papers.
7. Prepares reports summarizing work performed that reflects audit objectives and reviews findings and recommendations with the Audit Management.
8. Presents approved draft report to management to review findings and recommendations.
9. Ensures the adequacy of management's responses to confirm closure of the findings presented in the draft audit reports.
10. Provides consultation to management in accordance with internal auditing standards and best practices.



Job Description

11. Attends professional development training to keep informed of current best practices in auditing and accounting; maintains existing professional certifications and/or licenses as applicable.
12. Ensures compliance with policies established by federal and state law, State Board of Education rule, and local board policy in internal auditing.
13. Provides guidance and support on complex issues to Internal Auditor lower level-staff.
14. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree in accounting, finance, internal audit, or other business- related field of study from an accredited college or university or 4 years equivalent experience in a related field.
- 3+ years of progressive experience in accounting, auditing, finance or compliance.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's Degree from an accredited college or university.
- 5+ years of progressive experience in accounting, auditing, finance or compliance.
- CPA, CFE, OR CIA.
- Experience working in a school district environment.

Knowledge, Skills & Abilities

- Demonstrates Internal Audit (IIA) competencies and knowledge of GAAP & GAAS.
- Working knowledge of business processes and underlying risks and controls.
- Demonstrates ability to organize work plans and underlying audit risks to effectively complete project work.
- Demonstrates ability to deliver quality work and expected deliverables within established budget timelines.
- Demonstrates ability to operate a personal computer and utilize applicable software packages used in the department.
- Maintain a professional working relationship with colleagues and district employees.
- Demonstrates excellent communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated ability to use independent judgment in the performance of duties.
- Demonstrates a high level of personal integrity, a collaborative work style, and high ethical standards.
- Complies with the District's, IIA, and Texas Educators' Code of Ethics.
- Demonstrates ability to interpret policy, procedures, and data.
- Proficiency in work paper preparation and requirements.

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).



Job Description

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- None

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>.

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 inmigratorio/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 Signature: _____

Date: _____