



Job Description

Position Title:	Internal Auditor
Job Title:	Internal Auditor, I
Function:	Audit
Family:	Audit

Reports to:	Chief Internal Auditor	Pay Grade:	X5
Terms of Employment:	• 230 days per year. • Non-Chapter 21 Professional employment agreement. • Salary is in the Administrative Management Job Group X5 on the SAISD Compensation Plan. • Entry salary is at \$59,800.00 with consideration for directly related experience.	FLSA Classification:	Exempt
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.

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.



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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.
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.
- 5+ of relevant experience to include:
 - 4+ years of progressive experience in internal audit, accounting, or finance experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- 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.



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- 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 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

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____

Date: _____