



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Internal Auditor	Exemption Status:	Exempt
Reports to:	Board of Trustees	Pay Grade:	06
Works with:	Superintendent	Days:	226
Dept./School:	Administration	Date Revised:	08.21.2026

Primary Purpose:

Serve as the independent Internal Auditor for San Benito CISD by providing objective assurance, consulting, and advisory services designed to improve governance, risk management, compliance, accountability, operational efficiency, and internal controls. In accordance with Texas Education Code §11.170, the Board of Trustees selects the Internal Auditor and the Internal Auditor reports directly to the Board of Trustees.

Prerequisites:

- Bachelor's degree in accounting, Finance, Business Administration, Public Administration, Internal Auditing, or a related field; Master's degree preferred
- Preferred Certifications: CIA, CPA, CFE, CGAP.

Special Knowledge/Skills:

- Knowledge of governmental auditing, school finance, accounting principles, internal controls, fraud prevention, Texas Education Code, grant compliance, risk management, and data analysis.
- Ability to communicate effectively
- Proficient in preparing professional reports
- Ability to analyze complex information
- Maintain confidentiality

Prerequisites:

- Minimum five (5) years in internal auditing, government auditing, accounting, finance, compliance, or risk management; Texas public school experience preferred.

Major Responsibilities and Duties:

1. Develop and implement a Board-approved annual risk-based internal audit plan.
2. Conduct financial, operational, compliance, and performance audits.
3. Evaluate internal controls and recommend improvements.
4. Audit purchasing, payroll, accounts payable, grants, child nutrition, transportation, technology, construction,

athletics, student activity funds, inventory, and campus operations.

5. Review compliance with federal and state laws, Board policy, administrative procedures, and grant requirements.
6. Conduct investigations involving fraud, waste, abuse, theft, ethics complaints, procurement irregularities, and misuse of District resources.
7. Prepare written audit reports and present findings directly to the Board of Trustees.
8. Monitor corrective action plans and report implementation status to the Board.
9. Maintain independence and objectivity in all audit activities.
10. Assists in the examination and audit of Board-approved audits, as requested.
11. Attendance at board meetings and participates effectively, as requested.
12. Maintains knowledge of current practices, laws and trends relative to school business management and operations.
13. Assists and/or coordinates with the external/independent auditor with any requested material and/or information necessary to complete external audit.

Authority:

The Internal Auditor is authorized unrestricted access to District records, financial information, contracts, personnel as permitted by law, electronic systems, facilities, and other information necessary to perform audit responsibilities. All District employees are expected to cooperate with audit activities.

Independence:

The Internal Auditor shall be hired, supervised, evaluated, and, when necessary, terminated by the Board of Trustees. District administration shall not limit the scope of audit work or influence audit findings.

Evaluation:

The Board of Trustees shall annually evaluate the Internal Auditor based on completion of the approved audit plan, quality of audit reports, independence, professionalism, communication, and effectiveness of recommendations.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____

