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|---------------------|------------------------|--------------------------|----------------|
| <b>Job Title:</b>   | Audit Manager          | <b>Wage/Hour Status:</b> | Exempt         |
| <b>Reports to:</b>  | Chief Internal Auditor | <b>Pay Grade:</b>        | 105            |
| <b>Dept/School:</b> | Internal Audit         | <b>Date Revised:</b>     | March 11, 2019 |

**Primary Purpose**

Assist in the supervision of the Internal Audit Department's daily operations to ensure compliance with professional standards, district policies, and procedures. Plan and conduct financial, operational, compliance, and performance audits.

**Qualifications****Education/Certification**

Bachelor's Degree in Business Administration, Public Administration or related field

**Special Knowledge/Skills**

- Knowledge of accounting and auditing principles and the application of these principles to public school finance
- Knowledge of current enterprise risk management concepts, recognized systems and best practices
- Working knowledge of data processing applications on stand-alone personal computers and mainframes
- Knowledge of computer-assisted audit tools and techniques, and Microsoft Word, Excel, Access, and PowerPoint
- Ability to compile, interpret and analyze data
- Strong, communication, public relations, report writing, presentation, and interpersonal skills
- Ability to apply federal and state regulations and compliance requirements related to public school finance

**Experience**

Three (3) years' experience auditing  
One (1) year experience managing and supervising staff

**Major Responsibilities and Duties**

1. Management – assist the Chief Internal Auditor with the following:
  - a. Supervise assigned staff to ensure accurate and timely reporting of operational, compliance, performance, and financial information.
  - b. Ensure audit projects are performed in a manner consistent with auditing professional standards.
  - c. Develop and implement audit goals and objectives, detailed audit programs, and methodology to include resource allocation, budget hours, and project schedules.
  - d. Assist with the development and implementation of the Internal Audit Department policies, procedures, and processes.
2. Assist in the development and/or improvement of the department's risk assessment and audit plan.
3. Plan and conduct assigned audit projects to ensure their conformance to accepted auditing standards (tests the reliability and integrity of financial and operating information, effectiveness of the internal control system, and adequacy of the means used to safeguard assets, and the economy and the efficiency with which resources are employed).
4. Maintain required audit work papers, which record and summarize data on the assigned projects.
5. Report chargeable hours and project status.
6. Maintain and promote a positive relationship with department personnel, clients, and other government entities, external auditors/monitors, and other stakeholders.
7. Maintain the confidentiality of the work and the results of the work performed.
8. Demonstrate and maintain, at all times, the independence, objectivity, work ethic and ethical standards of the Internal Audit Department.
9. Prepare and present project completion reports, which illustrate the results of work, performed.

10. Report chargeable hours and project status on a bi-weekly basis.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and works with frequent interruptions; occasional prolonged and irregular hours; frequent district wide travel; prolonged use of the computer and repetitive hand motions; stooping, bending, and kneeling; and moderate lifting and carrying.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.