

Job Title:	Internal Auditor	Wage/Hour Status:	Exempt
Reports to:	Chief Internal Auditor	Pay Grade:	103
Dept/School:	Internal Audit	Date Revised:	October 28, 2024

Primary Purpose

Assist in meeting the goals and objectives outlined in the Internal Audit Charter and the Audit Plan. Focus on District-wide financial, operational, and compliance audits.

Qualifications

Education/Certification

Bachelor's degree in Business, Education, Criminal Justice, Public Administration, or related field.

Special Knowledge/Skills

- Ability to research, compile, interpret and analyze data
- Working knowledge of operations, laws and regulations, key activities, processes and compliance issues that apply to or impact public education activities
- Working knowledge of data processing applications on stand-alone personal computers and mainframes (and related software applications: word processing, spreadsheets, data extraction, and database)
- Strong communication, report writing, presentation, and interpersonal skills
- Strong organizational and planning skills as well as the ability to handle multiple high priority tasks simultaneously
- Working knowledge of audit techniques and the application of these principles to public education activities preferred

Experience

Two (2) years related experience

MAJOR RESPONSIBILITIES AND DUTIES

1. Demonstrate and maintain, at all times, the independence, objectivity, work ethic, and ethical standards of the Internal Audit Department
2. Maintain knowledge, skill, and competencies to perform assigned responsibilities and meet continuing professional education requirements.
3. Assist in ensuring the department operates in a manner consistent with District policy and the Institute of Internal Auditors' professional standards.
4. Perform assigned audit projects, as outlined in the Audit Plan, in accordance with Internal Audit policies and procedures.
5. Perform or assist with investigations under the direction of the Chief Internal Auditor.
6. Provide or assist with consultation services under the direction of the Chief Internal Auditor.
7. Make recommendations for corrective action to address findings and concerns.
8. Prepare and present reports, which illustrate the results of work performed.
9. Assist in the development of the department's risk assessment and audit plan.
10. Report chargeable hours on a daily basis and project status on a bi-weekly basis.
11. Maintain and promote a positive relationship with department personnel, clients, and other governmental entities, external auditors/monitors and other stakeholders.
12. Maintain the confidentiality of the work and results of the work performed.
13. Perform other duties assigned by the Chief Internal Auditor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; frequent 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

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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.