

Job Title:	Audit Supervisor	Wage/Hour Status:	Exempt
Reports to:	Chief Internal Auditor	Pay Grade:	105
Dept./School:	Internal Audit	Date Revised:	November 4, 2024

Primary Purpose

Assist in the supervision of the Internal Audit Department's daily operation 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

- Ability to research, compile, interpret and analyze data
- Working knowledge of laws and regulations, key activities, process 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)
- Working knowledge of the Institute of Internal Auditing (IIA) Standards, Guidance, and Code of Ethics
- Strong organizational and planning skills as well as the ability to handle multiple high priority tasks simultaneously
- 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 supervisory experience

Major Responsibilities and Duties

1. Oversees the implementation of the Internal Audit Department policies, procedures, processes, and quality assurance and improvement program.
2. Maintains and promotes a positive relationship with department personnel, clients, and other governmental entities, external auditors/monitors and other stakeholders.
3. Maintains up-to-date knowledge of federal, state and local laws, policies, and local guidelines as they relate to the District's programs.
4. Maintains the confidentiality of the work and the results of the work performed.
5. Demonstrates and maintains at all times the independence, objectivity, work ethic, and ethical standards of the Internal Audit Department.
6. Conducts investigations of compliance complaints in coordination with applicable District department, school or site and/or principal or department head.
7. Plans and conducts 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, adequacy of the means used to safeguard assets, and the economy and the efficiency with which resources are employed).
8. Reports chargeable hours and project status on a weekly basis.
9. Maintains required audit work papers, which record and summarize data on the assigned projects.
11. Prepares and presents project completion reports which illustrate the results of work performed.
12. Supervises assigned staff to ensure accurate and timely reporting of operational, compliance, performance, and financial information.
13. Ensures audit projects are performed in a manner consistent with auditing professional standards.
14. Develops and implements audit goals and objectives, detailed audit programs, and methodology to include resource allocation, budget hours, and project schedules.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work 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

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.