

JOB DESCRIPTION

Job Title Chief Internal Auditor
Reports to Board of Managers/Trustees
Dept/School Internal Audit

Job Title Code 103095
Wage/Hour Status Exempt
Pay Grade 110
Date Revised January 13, 2025

Primary Purpose

Manage, direct, and control internal audits, investigations, and inspections that promote integrity, effectiveness and efficiency of operations; develop and maintain the District's internal audit program; serve as a consultant to the Board and management in the areas of financial management, operations, computer systems, regulatory compliance and fiscal controls. Ensure compliance with accountability standards, laws, regulations and policies.

Education/Certification

- Bachelor's Degree in Accounting, Management, Finance, or Business Certified Public Accountant or Certified Internal Auditor

Special Knowledge/Skills

- Knowledge of generally accepted accounting principles and auditing standards, specifically the International Standards for the Professional Practice of Internal Auditing
- Understanding of TEA Financial Accountability System Resources Guide
- Knowledge of federal, state, and local policies and guidelines related to public school finance
- Strong compilation, analytical and report writing skills
- Proficiency with software applications including but not limited to word processing, spreadsheets, database, and data analysis programs
- Strong communication, public relations, and interpersonal skills

Experience

- Five (5) years related experience
- Two (2) years supervisory experience

Major Responsibilities and Duties

1. Develop and implement an annual audit plan using appropriate risk-based methodologies and submit the plan and periodic updates to the audit committee and Board of Managers for review and approval.
2. Develop audit procedures to ensure compliance with federal/state/local laws and regulations, and Board policies.
3. Provide independent, objective appraisals, and recommendations designed to add value and improve the District operations.
4. Analyze and improve the effectiveness of risk management, internal control, and governance processes.
5. Conduct performance and financial audits to review consistency with goals and objectives, reliability and integrity of information, and effectiveness and efficiency with which resources are employed.
6. Participate in District committees that focus on systemic design, policy development, standards and guidelines, and program implementation.
7. Verify the existence and means for safeguarding assets.
8. Assist in the investigation of suspected fraudulent activities within the district; notify the Board of Managers/Trustees, superintendent, and audit committee, as appropriate.
9. Consider the scope of work of external auditors and regulatory agencies to provide optimal audit coverage to the district, at an optimal cost.
10. Compile and maintain records, reports, hotline information, and other documents as required.

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11. Serve as liaison and coordinate activities of independent, external auditors and federal/state agencies, as necessary.
12. Provide the Board of Managers/Trustees with results of work performed and recommended corrective and improvement action, if appropriate.
13. Present the results of work performed to appropriate staff and solicit corrective action plans.
14. Manage and direct the Department's resources in an effective and efficient manner to meet department goals and objectives.
15. Maintain and promote a positive relationship with the district staff, Board of Managers/Trustees, outside organizations, audit clients, and other stakeholders.
16. Prepare and administer the department budget.
17. Provide technical and consultative advice, as requested.
18. Maintain confidentiality of work and results performed.
19. Perform other duties as assigned by supervisor.

Personnel Management

20. Define job performance expectations of subordinate staff.
21. Hire and evaluate the expertise of the internal audit staff and identify trainings options to develop audit proficiency.
22. Encourage the professional development of staff to ensure proper training and certifications in the area of internal auditing.
23. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.

Communications and Community Relations

24. Attend Board meetings regularly and provide information on a regular basis to the Board.

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, ability to travel.

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: _____

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Date: _____

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



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

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.