

Job Title:	Senior Internal Auditor	Wage/Hour Status:	Exempt
Reports to:	Chief Internal Auditor	Pay Grade:	104
Dept./School:	Internal Audit	Date Revised:	October 28, 2024

Primary Purpose

Perform complex-level professional internal auditing work. Work involves leading or conducting performance, operational, financial, IT, and compliance audit projects; providing consulting services to the District's management and staff; and providing key input to the development of the risk-based annual Internal Audit Plan.

Qualifications**Education/Certification**

Bachelor's Degree in Accounting

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 sector activities
- Working knowledge of auditing techniques and the application of these principles to public sector activities
- Knowledge of risk assessment strategies
- Knowledge of data processing applications on stand-alone personal computers and mainframes (and related software applications-word processing, spreadsheets, data analysis/extraction, and databases)
- Strong organizational and planning skills, as well as the ability to handle multiple high priority tasks simultaneously
- Strong communication, report writing, presentation, and interpersonal skills

Experience

Three (3) years of experience in internal auditing, external auditing, accounting, or program evaluation

One (1) year of supervisory experience

Major Responsibilities and Duties

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

13. Perform other duties assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Working Conditions

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.