

Job Title Coordinator Internal Audit
Reports to Chief Internal Auditor
Dept/School Internal Audit

Job Title Code 127095
Wage/Hour Status Exempt
Pay Grade 107
Date Revised March 12, 2026

Primary Purpose

Work in collaboration with the Chief Internal Auditor in the overall administration and provide leadership, planning, and strategic direction for the District's internal audit function. Collaborate with the Chief Internal Auditor to ensure the internal audit function operates in accordance with professional standards, Board policy, and applicable laws and regulations. Provide leadership in risk assessment, audit planning, quality assurance, investigations, and staff supervision while maintaining independence and objectivity.

Education/Certification

- Bachelor's Degree in Business Administration, Public Administration, or related field
- Certified Internal Auditor, Certified Government Auditing Professional, or Certified Fraud Examiner

Special Knowledge/Skills

- Ability to research, compile, interpret and analyze data
- Knowledge of public-school finance, federal and state regulations, and compliance requirements
- Knowledge of enterprise risk management and internal control frameworks (e.g., COSO)
- Advanced knowledge of the Institute of Internal Auditors (IIA) Global Internal Audit Standards
- Strong leadership, strategic planning, and supervisory skills
- Strong written and oral communication skills, including preparing professional reports, facilitating discussions, and presenting audit results and recommendations to senior leadership and Board committees
- Ability to develop audit methodology, risk assessment models, and performance metrics
- Ability to research, compile, interpret, and analyze data
- Strong organizational and planning skills, as well as the ability to handle multiple high-priority tasks simultaneously

Experience

- Four (4) years of auditing experience
- Two (2) years of supervisory experience

Major Responsibilities and Duties

1. Assist the Chief Internal Auditor in planning, directing, and implementing the District's internal audit function.
2. Provide leadership in the development, implementation, and ongoing refinement of the Internal Audit Strategy to ensure alignment with District priorities, emerging risks, and professional standards.
3. Collaborate in the development and execution of the annual risk assessment and audit plan.
4. Oversee the development and implementation of the Internal Audit Department policies, procedures, processes, and quality assurance and improvement program.
5. Assist in preparing reports and presentations for the Board Audit Committee and Superintendent.
6. Oversee planning, execution, and reporting of financial, operational, compliance, performance, and IT audits.
7. Assist in the development and refinement of audit methodologies, templates, and tools.
8. Review audit programs, workpapers, and reports for quality, completeness, and adherence to standards.
9. Leads or conducts investigations of compliance complaints in coordination with applicable District department, school or site and/or principal or department head.

JOB DESCRIPTION

10. Maintains and promotes effective working relationships with district leadership, campus administrators, external auditors, and regulatory agencies.
11. Demonstrates and maintains at all times the integrity, objectivity, confidentiality, work ethic, and ethical standards of the Internal Audit Department.
12. Foster a culture of accountability, independence, and continuous improvement within the Internal Audit Department and promote these principles through interactions with departments across the District.
13. Assist the Chief Internal Auditor in administering the District's Fraud, Waste, and Abuse Hotline, including coordinating complaint intake, tracking, and reviews; supporting investigations; monitoring the status of reports and corrective actions; and preparing periodic updates and analysis.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned staff to ensure accurate, timely, and high-quality work
 Provide technical guidance and mentoring to audit staff
 Assist in staff evaluation, coaching, and professional development

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 with 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 PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

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.