

Job Title:	Auditor, Information Technology	Wage/Hour Status:	Exempt
Reports to:	Chief Internal Auditor	Pay Grade:	104
Dept/School:	Internal Audit	Date Revised:	November 1, 2024

Primary Purpose

Assist the Chief Internal Auditor (CIA) to meet goals and objectives illustrated in the District's Audit Plan. Focus on District-wide financial, operational, compliance and information technology audits.

Qualifications

Education/Certification

Bachelor's Degree in Business Administration, Computer Science, or related field

OR

Certified Information Systems Auditor Certification

Special Knowledge/Skills

- Knowledge of accounting and auditing principles and the application of these principles to public school finance
- Knowledge of data processing applications on stand-alone personal computers and mainframes
- Proficiency in computer skills, with emphasis on Electronic Data Process audit applications, computer-assisted audit tools and techniques, and Microsoft Word, Excel, Access and PowerPoint
- Ability to compile, interpret, and analyze data
- 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
- Ability to apply risk assessment strategies

Experience

Two (2) years' auditing experience

Two (2) years' IT related experience

Major Responsibilities and Duties

1. Assist in ensuring the department operates in a manner consistent with District policy and the Institute of Internal Auditors' professional standards.
2. Perform assigned audit projects, as outlined in the Audit Plan, in accordance with Internal Audit policies and procedures.
3. Perform or assist with investigations under the direction of the Chief Internal Auditor.
4. Provide or assist with consultation services under the direction of the Chief Internal Auditor.
5. Assist in the development and/or improvement of the department's risk assessment and audit plan with a focus on Information Technology (IT) audits.
6. Apply and assist others in the use of computer aided auditing techniques, i.e. Audit Command Language (ACL).
7. Provide a wide range of computer support to office and audit staff.
8. Assume the responsibility for IT audits.
9. Maintain knowledge, skill, and competencies to perform assigned responsibilities and meet continuing professional education requirements.
10. Report chargeable hours and project status.
11. Maintain and promote a positive relationship with department personnel, audit clients, government entities, external auditors/monitors and other stakeholders.
12. Demonstrate and maintain, at all times, the independence, objectivity, work ethic and ethical standards of the Internal Audit Department.
13. Maintain confidentiality of the work and results of the work performed.
14. 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 works 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.