



## Columbia County School District Job Description

<b>Position Title:</b> Internal Auditor		
<b>Department:</b> Business Office	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Chief Financial Officer in accordance with Policy GBI-Evaluation of Personnel.	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade R	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Financial Officer		

### MINIMUM QUALIFICATIONS

**Education:** Bachelor’s degree in accounting, public finance or any area leading to qualifications as a certified public accountant, prefer a certified public accountant.

**Essential Knowledge/Skills:** Ability to conduct annual audits of all school activity accounts. Be able to provide training and resource assistance in school activity accounting. Ability to ensure an optimum degree of accountability, integrity and security of the school system's financial operations. Knowledge necessary to develop audit controls and financial review on an ongoing basis of all school system accounts including General Fund, Payroll Fund, Building Fund, Bond Fund, School Nutritional Services Fund, Federal Programs, School Activity and School Lunchroom Accounts. Extensive knowledge essential to ensure compliance with applicable federal, state and local policies, regulations and procedures.

**Experience:** Minimum of four years experience auditing in a private industry, government agency or public school system.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- School Audits**
- Conducts an annual audit of each school's activity including an exit conference with the principal and secretary/bookkeeper.
  - Prepares an annual audit report of each school's activity account and develop audit follow-up procedures as needed.
  - Develops and revises accounting procedures for the school activity accounts to meet federal and state financial regulations, state standards and board policy.
  - Develops audit controls to ensure school activity accounting procedures are being implemented.
  - Performs annual raffle audits and prepares final report for the Sheriff's Office.
- Fixed Assets**
- Works with fixed asset analysts to make sure all schools and departments are complying with procedures, and assists in the annual audit of fixed assets by school and departments.
- Departments**
- Establish, evaluate, and review all internal controls for all departments, and will help devise and implement any controls as necessary. Perform annual audits to make sure all departments are following internal controls.
  - Annual audit of transportation, buildings and grounds, and school nutrition programs year-end inventories.

- Perform annual audits of school nutrition program by school. Review all procedure and monthly reports, including cash and daily sales reports.
- Performs other audit and financial related assignments as requested by the Chief Financial Officer.

#### **IMPORTANT NOTES**

#### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

#### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** May 2017