



POSITION DESCRIPTION

JOB TITLE: Auditor Job Class: 2420		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Under the direction of the Audit Team Leader, acts as a contributing team member conducting various audit activities related to financial, compliance, operational and or program audits of various district departments, operations, programs and functions.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Responsible as an audit team member for the timely and accurate gathering, analysis and reporting of information relevant to assigned audit objectives and specific audit tasks and to make recommendations to improve the efficiency, effectiveness, fiscal accountability and legal compliance of district departments, operations, programs and functions. Summarizes findings and recommendations into concise written statements.
2. Define the objectives of an audit or subsection thereof.
3. Develop audit plans which detail an action plan consisting of statements of task and methods to be used to accomplish the audit objective.
4. Collect data through interviews, observations and other appropriate research methods.
5. Analyze and evaluate data using various appropriate audit and analytical techniques.
6. Prepare audit work papers, including charts and graphic presentations where appropriate which detail audit findings and recommendations.
7. Assist in the preparation of audit reports.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)
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Audit Team Leader

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelors Degree in accounting, business management or public administration.

Experience Requirements

One year experience in financial, performance, compliance or operational auditing or two years general business, education or public administration experience.

Knowledge, Skills, and Abilities

Functional understanding of business, education or public administration. Ability to establish rapport with audited management and staff and maintain credibility in the audit process. Ability to work independently without extensive supervision.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.