



**POSITION DESCRIPTION**

<b>JOB TITLE: Auditor I</b> Job Class: 2516	
<b>DATE</b>	Office of Board Governance Audit and Review Services
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Performs routine audits and assists in more complex projects. Analyzes, reviews and evaluates fiscal, program, system and management issues. Focuses on school performance and financial audits at the school level.	

**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. Ensures the timely and accurate gathering, analysis and reporting of information relevant to the assigned audit objectives and specific tasks.
2. Follows audit plans which detail an action plan consisting of statements of tasks and methods to be used to accomplish audit objectives.
3. Collects data through interviews, observations and other appropriate research methods. Analyzes and evaluates data using analytical techniques.
4. Summarizes all findings and recommendations into concise, written reports.
5. Prepares audit work papers, including charts and graphic presentations to detail findings and recommendations.
6. Defines the objectives and scope of an audit or a subsection of an audit.
7. Actively supports the MPS Strategic Plan.
8. Performs other duties as assigned.

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

General supervision provided by audit management.

**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.

Coordinates work on a project basis, no supervisory authority.

**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.)

Bachelor's degree in accounting, finance, business management, information systems or public administration or a related field is required. Accreditation as a Certified Public Accountant, Certified Internal Auditor or CISA is desired.

**Experience Requirements**

Two years of previous experience in auditing, finance, accounting, information systems or a related field is required.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential. Must be able to work effectively with diverse groups. An understanding of accounting and auditing is required, as is knowledge of the Government Accountability Office yellow-book standards. Must be able to develop reports and prepare written correspondence. Must be able to work independently on time-sensitive and complex issues. Effective research and analytical skills are necessary. Advanced PC experience is required with MS Office and various database applications.

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

General office environment.

*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.

General office environment, must be able to handle light lifting and occasional standing, bending.

**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.**