



**POSITION DESCRIPTION**

<b>JOB TITLE: CHIEF AUDIT OFFICER</b> Job Class: 2530		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> The Chief Audit Officer position resides in the Office of Board Governance and is responsible to the Director, Office of Board Governance. The Chief Audit Officer position is exempt from City Service as well as bargaining unit representation and serves at the will of the Milwaukee Board of School Directors. Under the direction of the Director, the Chief Audit Office is primarily responsible for coordinating financial, departmental, policy and performance audits of district programs and operations; as well as for planning, organizing, directing and managing a professional staff of auditors to conduct program evaluations, fraud investigations, and for contracting with outside auditors as necessary.</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. Has overall responsibility for all audits-financial, departmental, policy, program and performance.
2. Directs and coordinates the district's Year End Audit, as conducted by external auditors.
3. Ensures that the district is in compliance with federal, state and Wisconsin Department of Public Instruction statutes, policies, rules, procedures and guidelines.
4. Ensures the preparation and presentation of an annual audit plan for Board approval.
5. Conducts audit activities according to annual audit plan and professional auditing standards.
6. Oversees the Fraud Hotline related investigations.
7. Responsible for obtaining an Association of Local Government Auditors (ALGA) Full Compliance or Satisfactory Peer Review Opinion, that audit operations, procedures and reports comply with government auditing standards.
8. Ensures the completion of all audit reports forwarded to the Board for consideration and action.

9. Establishes a cooperative relationship with other district administration to gather information and work collaboratively to produce audits which accurately reflect district operations and comply with Board rules, policies and procedures.
10. Consults with the superintendent and district administration regarding their operations and follow up actions to specific audit reports and concerning Board policy, Administrative procedures and accounting procedures.
11. Prepares analyses or special reports regarding public policy and management practices, or other topics as assigned.
12. Assists with the preparation and quarterly review of the Board's and office's annual budgets.
13. Recruits, trains and supervises the audit staff.
14. Participates in the annual district budget review process.
15. Assists the Director with other Board or office activities as required.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

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

**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.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**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.**