



POSITION DESCRIPTION

JOB TITLE: Chief Auditor Job Class: 2531		
DATE	DEPARTMENT OR SCHOOL Audit Services	DIVISION Board Governance
BARGAINING UNIT: ASC-Exempt		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.) Plans, organizes and oversees the annual plan of audits, to include all federal and state mandated audits, program evaluations and financial and performance audits of district programs, schools and operations; as directed by the Board of School Directors. Directs, coaches and manages a professional staff of auditors. Coordinates workload with consultants and external CPA's.</p>		

Major Duties & Responsibilities: 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. Plans, organizes and oversees the annual plan of audits, to include all federal and state mandated audits, program evaluations and financial and performance audits of district programs, schools and operations; as directed by the Board of School Directors.
2. Directs and coordinates the District's annual audit schedule to include the financial audit, membership audit, pension audit, single audit and parent consent audit and the annual year-end audit, conducted by an external audit firm.
3. Conducts audits according to annual audit plan and professional auditing standards. Recommends best practices and ensures steps are taken to implement changes where necessary.
4. Develops, implements and maintains records for closed audits to include maintenance of policies and objectives as well as short-and long-range planning to assist in the accomplishment of established goals.
5. Ensures Milwaukee Public Schools complies with federal, state, School Board and Wisconsin Department of Public Instruction policies, procedures, rules and guidelines. Keeps abreast of current developments in accounting and auditing professions and any changes in applicable laws and regulations.
6. Consults, coordinates and interacts with the Board, superintendent, senior staff and department and division heads on district strategic initiatives and other operational matters.

7. Conducts research and prepares analysis or special reports regarding public policy, management practices or other strategic topics.
8. Ensures completion, quality and delivery of all audit reports to the School Board for consideration and action.
9. Consults with the School Board and the Director of Board Governance on strategic and confidential matters.
10. Recruits, trains and manages the audit staff.
11. Acts as the District representative on internal and external committees such as Tax Incremental District (TID), administrator's compensation, early retirement and software implementation committees.
12. Prepares and monitors the budgets of the Board of School Directors, Office of Board Governance and the Audit office. Participates in the annual budget review process.
13. Acts as the Board Clerk as assigned at committee and/or Board meetings.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

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

Direction only provided by the School Board and the Office of Board Governance.

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.

Three direct reports; six indirect

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.)

A Bachelor's degree in Accounting from an accredited college or university is required. A CPA (preferred) or CIA certification is required. Master's degree desired.

Experience Requirements

Five to seven years of experience directly related to the duties and responsibilities specified is required. Previous experience in a public sector environment, preferably a school district, is highly desirable. Previous supervisory experience is desired.

Knowledge, Skills, and Abilities

Complete knowledge of auditing concepts and principles is required. Must have excellent verbal and written communication skills and be able to converse with diverse groups. The ability to analyze and solve problems, formulate policy and develop new strategies and procedures is required. Knowledge of financial recordkeeping procedures, laws, regulations, standards required as well as an understanding of public auditing policies. Ability to supervise and train employees, to include organizing, prioritizing and scheduling work is required. Must adhere to budgetary guidelines and explain budget variances. Must be able to develop, plan and implement short-and long-term goals and plans.

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

Work normally performed in a typical office environment.

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.

Limited physical effort; light lifting, standing and 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.