

## ***DELETE EFFECTIVE FEBRUARY 24, 2014***

### JOB TITLE

DIRECTOR

INTERNAL AUDIT

### DIVISION

ADMINISTRATION

### REPORTS TO

SUPERINTENDENT

### SALARY SCHEDULE & GRADE

I I/IV, GRADE 13

### LENGTH OF WORK YEAR

260 DAYS

### DATE

APRIL 22, 2002

### SCOPE OF RESPONSIBILITIES

The primary purpose of this position is to affect reliable Internal Financial Controls which involves an in-depth knowledge of all the various complex financial systems of the District. This position involves supervising auditors and clerks.

### PERFORMANCE RESPONSIBILITIES

1. Administers and directs the Department of Internal Audit.
2. Challenges continually the extent to which internal controls can be relied upon to assure the accurate and responsible handling of all funds.
3. Conducts annual audits of each elementary, middle, special, and high school Activity accounts.
4. Participates in and monitors any new or modified financial systems.
5. Performs "Model Procurement" audits and financial and compliance audits of Grants & Awards Programs.
6. Coordinates the annual auditing plans, including internal control reviews, external audit, and compliance audits.
7. Verifies the accuracy of all Board and contract bus drivers' payrolls.
8. Conducts audits relative to vendor payments, payroll, cash and revenue.
9. Reviews and checks accuracy on all monthly school activity fund financial reports.
10. Performs other duties as assigned by the Superintendent.

### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

### MINIMUM QUALIFICATIONS

1. Master's Degree in accounting or business administration or Certified Public Accountant
2. Successful supervisory and administrative experience in auditing or accounting

### DESIRABLE QUALIFICATIONS

1. Five (5) years experience in school district auditing or accounting
2. Five (5) years experience in governmental auditing or accounting
3. Kentucky certification in supervision and/or administration

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JOB TITLE  
DIRECTOR INTERNAL  
AUDIT & INVESTIGATIONS

DIVISION  
ADMINISTRATION

REPORTS TO  
SUPERINTENDENT

SALARY SCHEDULE & GRADE  
II, GRADE 13

LENGTH OF WORK YEAR  
260 DAYS

DATE  
FEBRUARY 24, 2014

SCOPE OF RESPONSIBILITIES

Develops, implements, conducts, drives and improves critical audit and investigations processes. Responsible for affecting reliable Internal Financial Controls which involves an in-depth knowledge of all the various complex financial systems of the District including annual risk assessment, audit plan development, audit project execution and quality assurance. Coordinates investigations activities. Identifies, articulates and leads all relevant internal audit and employee investigation activities. This position involves supervising auditors, investigators and clerks.

PERFORMANCE RESPONSIBILITIES

1. Coordinates activities among investigations staff, proper authorities and the court system.
2. Coordinates investigative activities with Child Protective Services during staff investigations.
3. Designs procedures that provide assurance that fiscal management comply with Board policy as well as generally accepted accounting practices.
4. Conducts annual audits of each elementary, middle, special, and high school Activity accounts.
5. Participates in and monitors any new or modified financial systems.
6. Performs "Model Procurement" audits and financial and compliance audits of Grants & Awards Programs.
7. Coordinates the annual auditing plans, including internal control reviews, external audit, and compliance audits.
8. Verifies the accuracy of all Board and contract bus drivers' payrolls.
9. Conducts audits relative to vendor payments, payroll, cash and revenue.
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11. Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's Degree in accounting or business administration
2. Certified Public Accountant
3. Successful supervisory and administrative experience in auditing or accounting and investigative principals.

DESIRABLE QUALIFICATIONS

1. Five (5) years experience in school district auditing or accounting
2. Five (5) years experience in governmental auditing or accounting
3. Kentucky certification in supervision and/or administration
4. Experience with enterprise risk management