

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Internal Controls & Process Auditor

QUALIFICATIONS:

1. A bachelor's degree in accounting or related field
2. CPA or CIA certification preferred
3. Has knowledge of Generally accepted budgeting, accounting and auditing principals, standards and procedures
4. Has specialized skills in computer operations and financial software
5. Has demonstrated competence in accounting, correspondence and respect for confidentiality
6. Has three (3) years' experience in educational or governmental accounting and auditing; extensive knowledge of internal control and risk management principles, plus experience in supervising and conducting audits in major areas
7. Strong decision-making ability, budget experience, proven performance and resource management skills
8. Excellent interpersonal and communication skills (written and oral)
9. Has demonstrated the ability or potential to relate to and work effectively with staff and community

REPORTS TO: Superintendent or Designee

JOB GOAL: Recommends and monitors internal controls relative to fiscal compliance. Must be able to work independently with minimal supervision. This position requires considerable technical work involving complex factors and decision making, in areas where there is little precedent.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for retirement reporting, including the end of year process.
2. Prepare quarterly and annual tax forms.
3. Assist with bank account reconciliation.
4. Conduct performance, financial and compliance audit projects, evaluate the effectiveness of internal controls and oversee assigned projects.
5. Develop and execute work plans for assigned audits or studies in accordance with the priorities of the Superintendent and the Board of Education. Determine the auditing procedures to be used, including statistical sampling.
6. Make practical recommendations to correct deficiencies noted; redesign operational systems to improve efficiency and effectiveness.

7. Analyze management controls, information systems, procedures, conditions and results obtained in assigned areas; research best practices, benchmarks, and performance standards in assigned areas.
8. Prepare a comprehensive, long-range program of audit coverage identifying those activities subject to audit, evaluating their significance and assessing the degree of risk inherent in each activity.
9. Prepare analysis as required by the annual financial audit.
10. Assist in the preparation of the published financial statements.
11. Develops training programs to assist District staff in raising levels of proficiency in areas related to financial performance. May deliver training coursework directly to staff related to the identified areas of financial operation.
12. Evaluate and appraise the effectiveness of district administrative and accounting controls.
13. Assist in the development of best accounting practices as well as the process improvement.
14. Accumulates and researches data, documents and other pertinent information as required.
15. Perform other duties consistent with the position assigned as may be requested by the Superintendent.

TERMS OF EMPLOYMENT:

- Salary – Supervisors' Salary Schedule
- 8 hours/day
- 246 days/year
- Board Approved: