

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Internal Auditor	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Coordinator II	FLSA:	Exempt
POSITION CODE:	9887	WORK YEAR:	12 Months
DEPARTMENT:	Internal Audit	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Chief Business and Operations Officer/Superintendent	BOARD APPROVAL:	04-13-98
		BOARD REVISION:	08-21-00
		CABINET REVISION:	09-25-23

BASIC FUNCTION:

Perform broad examinations and evaluations of the adequacy and effectiveness of the district's system of internal controls; provide professional information and advice as appropriate; serve as liaison between the district and external auditors; manage district's annual independent audit.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate and perform complex, advanced-level auditing duties requiring independent judgment and analysis. **E**

Conduct audits for student body funds, attendance accounting, cafeteria cash collections, school activities, transportation fees, adult education fees, developer fees, travel claims, payroll, accounts payable, and others as determined appropriate. **E**

Make oral and written presentations to management, the Superintendent and the Board of Education regarding audit activities, policies and procedures; discussing deficiencies, render judgment; recommend corrective action to improve operations and efficiency, and provide for appropriate follow-up. **E**

Serve as liaison between the district and external auditors. **E**

Coordinate audits with federal, state, and county agencies and with the external auditing firm selected to perform the district's annual audit; meet with external auditors regarding pre-audit engagement, perform internal audits, may accompany auditors during field work, and respond to audit findings. **E**

Evaluate, examine, or prepare, a variety of accounting documents, records, procedures, purchase orders, and systems of internal control to determine compliance with existing laws, management policies, and procedures; identify potential areas of risk exposure. **E**

Assure district divisions and departments are performing accounting and control activities in compliance with management instructions, existing laws, and various business-related policies and procedures; provide results as appropriate. **E**

REPRESENTATIVE DUTIES: (continued)

Assist school personnel with accounting and reporting procedures, and develop manual and other training aids needed for operational functions. **E**

Monitor quality control of business-related activities. **E**

Conduct examinations to ascertain the reliability and integrity of information, compliance, the safeguarding of assets, the economical and efficient use of resources, and the accomplishments of established objectives and goals for operations of programs. **E**

Incorporate the Standards of the Institute of Internal Auditors to assure the integrity of the internal auditing process and safeguard the independence of the process. **E**

Assist in the development of accounting and auditing procedures, and consult with appropriate departments in developing new accounting programs; perform auditing feasibility checks on final products. **E**

Assist school personnel with accounting and reporting procedures, and develop manuals and other training aids needed for operational functions. **E**

Communicate with other administrators, district personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to output, update, extract/reformat data; and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations; assist management in the preparation of proposals for collective bargaining. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Operate a computer, accounting-related software, and a calculator. **E**

Perform related duties as assigned. **E**

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with emphasis in accounting or auditing, and six years increasingly responsible experience in accounting or auditing for a large agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- School district program audits.
- Generally Accepted Accounting and Auditing Procedures, practices, and procedures.
- California School Accounting Manual.
- Technical aspects of field of specialty.
- Methods and practices of financial record-keeping.
- Risk assessment.
- State and federal compliance, specifically The State Audit Guide and Consolidated Program Monitoring.
- Financial statements, generally accepted accounting principles, generally accepted auditing standards, and control procedures.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities. District organization, operations, policies, and objectives.
- Bargaining unit reports, labor relations, and negotiations.
- Preparation, maintenance, verification, and processing of accounting records.
- Preparation of financial statements and comprehensive accounting reports.
- Technical aspects of field of specialty.
- Laws, rules, and regulations related to assigned activities.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Assure compliance with laws, regulations, and policy.
- Conduct test of program.
- Maintain accurate financial and statistical records.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Research, analyze, compile, and verify financial records, documents, and data; prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Perform broad examinations and evaluations of the adequacy and effectiveness of the district's system of internal controls.
- Provide professional information and advice as appropriate.
- Serve as liaison between the district and external auditors.
- Reconcile, balance, and audit assigned accounts.
- Maintain accurate financial and statistical records.
- Compare numbers and detect errors efficiently.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Plan and organize work.

- Make oral and written presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Operate a computer, related software, and standard office equipment.
- Lift light objects according to safety regulations.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office and school site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information, and make presentations; see to read financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

(Former: Auditor Analyst)