

# Internal Auditor

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**TITLE:** Internal Auditor  
**REPORTS TO:** Superintendent or Designee  
**SUPERVISES:** Assigned Staff

**JOB FUNCTION:** Oversees advanced-level, professional, internal auditing, and investigative work as a key component of the District's governance structure, with emphasis on discovering facts and making appropriate recommendations. Work involves conducting a comprehensive internal audit and investigations program, providing direction to development of the annual internal audit plan. Reports administratively to the Superintendent and functionally to the Board of Education.

## **MEASURES OF SUCCESS:**

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- District operations remain in compliance with federal and state regulations as indicated on annual audits.
- District operates according to board approved policies and procedures as indicated on annual audits.
- Completion of high-quality program evaluations.

## **DUTIES AND RESPONSIBILITIES:**

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- In collaboration with the Board and District Leaders, leads the identification and evaluation of the organization's audit risk areas and oversees the development of the annual audit plan based on identified risks
- Conduct risk-based audits of activities throughout FCPS; this includes planning, determining the scope, organizing, performing detail testing of transactions, and documenting the results of audit steps performed.
- Determine compliance with relevant policies, procedures, contracts, and regulations
- Performs audits designed to identify fraud risk on cash transactions.
- Performs audits designed to identify theft of non-cash items.
- Conduct program evaluations to ensure proper and effective use of funds.

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- Performs investigations and documents results, as needed.
- Perform follow-up activities on corrective action plans developed based on the audits performed.
- Communicate the results of the audit activities orally and in writing.
- Maintain an independent and objective attitude in the performance of all activities.
- Completes all trainings and other compliance requirements as assigned and by the designated deadline.
- Demonstrate the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Performs other duties as assigned.
- Maintains regular attendance.

## **PHYSICAL DEMANDS:**

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

## **EDUCATION AND EXPERIENCE:**

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- Bachelor's Degree in accounting, business, or related area
- Three (3) years of experience in related areas
- Certified Internal Audit designation preferred

*Original Date: 11/2021*

*Revision Date: \_\_\_\_\_*

*Administrative Additive level 7*