PERSONNEL COMMISSION

Class Code: 0860
Salary Range: 55 (M2)

AUDITS DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, direct and supervise assigned personnel in meeting the objectives and performing the functions and activities of the internal audit branch of the District; analyze proposed legislation; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop a work plan with the audit team to establish dates and timelines for the conduct of audits of the financial operations, activities and conditions of the District including student body accounts, revolving cash funds and pupil attendance records; conduct or direct organizational or management studies of other District operations and activities as directed; develop or modify existing accounting and internal control procedures; confer with District administrators to explain the objectives of audits and gain support for effecting changes in accountability of operations and programs; monitor or direct the monitoring of programs and operations to ensure implementation and compliance with recommended changes. ***E***
- Analyze and recommend District policy positions on proposed State or Federal legislation having potential effect on District finances or fiscal operations. ***E***
- Prepare reports or edit reports of subordinate staff for District management concerning the scope of audits, financial conditions found and application of funds and review staff reports for the feasibility of recommendations. ***E***
- Analyze and evaluate the criteria and formulas used for projections of student enrollment; evaluate the factors used in long range financial projections; create a data base for use in support of long range enrollment and financial planning and projections. ***E***
- Evaluate computer software dedicated to District financial systems and recommend improvements. ***E***
- Serve as liaison with and maintain ongoing contact with auditors from local, State and Federal agencies in addressing and meeting funding and financial reporting requirements. ***E***
- Conduct special surveys or special legal initiatives involving extensive search of files and records to assess the District's position, obligations or recovery of funds from other agencies such as State government or a Federal program. ***E***
- Make presentations before groups. ***E***

- Operate office equipment such as multi-line telephone, personal computer, terminal and keyboard. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Audits Director plans and directs extensive and complex audits of District financial and accounting systems. By means of the team audits conducted by the Branch staff, the Director establishes and monitors the standards for internal controls of financial reporting and accounting systems. The incumbent also conducts and directs others in organizational and/or management studies to identify and recommend the most efficient methods of accomplishing work.

EMPLOYMENT STANDARDS

Knowledge of:

Fiscal control procedures and methods.
Legal requirements governing accounting, budgeting, and auditing, preferably as applied to school district operations as found in the Education Code, Administrative Code and Government Code.
The application of electronic data processing to financial transactions including on-line applications.
Organization, work management and personnel supervision.
Fiscal and budgeting principles and practices.
Standards established for internal auditing.
Modern office practices and procedures.

Ability to:

Plan, organize and direct extensive and complex financial and management audits.
Analyze data and prepare clear and concise reports with recommendations.
Speak and write clearly and concisely.
Organize and direct the activities of an audit team.
Analyze and interpret proposed legislation with potential impact on the fiscal or financial condition of the District.
Develop, implement and monitor modified or new accounting methods.
Make presentations before groups.
Meet schedules and timelines.
Establish and maintain effective working relationships with others.

Education and Training:

Graduation from an accredited four year college or university with a bachelors degree in accounting or business administration or a closely related field.

Experience:

At least five years of financial or accounting management experience, preferably in a public agency, involving analysis of accounting and budgeting systems and writing reports. Such experience should be in an organization with an annual budget of no less than $130 million.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting for extended periods of time, seeing to review and analyze financial or other records and reports.
Hearing and speaking to exchange information in person or telephonically.
Agility sufficient to perform professional examining of records and materials which may include bending, kneeling, stooping, climbing a ladder and lifting and carrying up to 40 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.