

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Internal Auditor**

Reports to: Chief Financial Officer; Business Services

### **POSITION SUMMARY**

Performs yearly financial audits of all District operations, and training/support on financial management of funds.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- A 40% Performs internal audits of schools, departments, childcare program (enterprise program), and booster clubs, as well as reviews for budgetary compliance and annual balance for carry forwards.
- W 25% Prepares budget to actual variances reports/assists in preparation of balanced scorecards for schools, departments, and child care programs, as well as preparing other financial documentation for the CFO.
- M 10% Serves as point of contact for retrieval of confidential financial information, performing research and analysis, for use in investigations.
- D 5% Supervise on a daily basis, Classified support staff, including assignment of work, training, and evaluations.
- W 5% Provides training and documentation to all schools, departments, child care programs and school staff on financial management and systems used to manage District funds, including legal requirements, Board policies, proper accounting principles, budgetary compliance, and proper account code usage.
- D 5% Serves as direct link with school-based child care and department staff to assist in resolving financial issues via telephone or in person. Maintains a telephone hotline.
- A 5% Reviews, updates and writes financial policies, procedures, and regulations, as required, for schools, departments, athletics, and child care programs.
- 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Bachelor's Degree in Public or Business Administration, Finance, or Accounting.

### **MINIMUM EXPERIENCE**

Three years Public Sector Accounting, Budgeting or Auditing, preferably with a Colorado School District.

## **SKILL REQUIREMENTS**

Computer applications: Microsoft Office; financial software; Oracle.  
Knowledge of governmental & generally accepted accounting principles  
Attention to detail, problem solving, organizational, & analytical skills  
Advanced oral and written communication skills

## **GENERAL EXPECTATIONS**

Is flexible.  
Has the ability to work cooperatively with supervisors and co-workers.  
Has the ability to understand and follow complex oral and written instructions.  
Has the ability to perform responsibilities without the necessity of close supervision.  
Has the ability to effectively communicate with the school district community as well as the public at large.  
Maintains a generally positive attitude.  
Observes all District policies and procedures.

## **LICENSES OR CERTIFICATION**

◆ Valid Colorado Driver's License

## **ESSENTIAL ENVIRONMENTAL DEMANDS**

Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Occasional lifting five (5) to forty (40) pounds.  
Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

**SUPERVISORY DUTIES** – None

**WAGE SCHEDULE** – Prof/Tech Range 2

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.