

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INTERNAL AUDITOR

BASIC FUNCTION:

Under the direction of the County Superintendent, or designee, plan and develop the audit and financial management studies program for the County Office of Education; oversee, coordinate, develop, plan and conduct a variety of internal audit and financial management studies to evaluate the adequacy of financial and operational processes, internal controls and other governance processes; review and analyze financial, operational and statistical records and reports to assess accuracy, completeness and compliance with principles, laws, regulations and County Office policies and procedures; provide consultation and recommendations to senior management and the leadership team concerning internal controls and techniques for enhancing operational and financial integrity.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in the classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, leads and performs a variety of internal audits, investigations, financial management studies, and consultations to evaluate financial, operational or regulatory compliance, adequacy of internal controls and governance processes, and the effectiveness and efficiency of operational processes.

Reviews and analyzes financial statements, records and reports to assess accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; assess compliance with County Office policies and procedures, federal, State and local regulations, and appropriate financial, operational and business practices; provide technical advice concerning accounting standards and procedures related to accounting, budgeting, and program and service activities.

Provides consultation and recommendations to senior management and the leadership team concerning policies, procedures and techniques for enhancing operational efficiency of business, program or service activities; advise administrators concerning accounting errors and discrepancies and methods for resolving related issues; prepare clear and concise audit and financial management reports including recommendations for enhancement.

Develops, implements and evaluates methods, programs and strategies for conducting audits and financial management studies; coordinate and conduct interviews, testing and data collection; compile and collaborate test results; research regulatory guidance, requirements and related information; maintain knowledge in financial, legal, audit, regulatory and program requirements and tools.

Reviews audit guidelines, procedures and results with senior management and the leadership team throughout the County Office of Education; recommend corrective actions and internal controls for areas of exposure; follow-up on audit recommendations to evaluate effectiveness of corrective actions; coordinate with management and auditors at school districts, regulatory agencies and contractors.

Works collaboratively with senior management and the leadership team to identify organization-wide exposures and best practices by coordinating and facilitating meetings of the Committee on Best Practices.

Advises and reviews the work of support staff, contractors and cross-functional teams comprised of management and staff on various self-assessment or program improvement projects as needed.

Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; respond to requests from management and staff regarding legal, regulatory, operational, procedural, program, accounting, tax and other technical subject matter as needed.

Operates a variety of office equipment including a computer and assigned software and other tools; drive a vehicle to conduct work.

Prepares and maintains various records and reports related to audits, investigations, financial management study results and assigned activities.

Maintains current knowledge of financial, legal, audit, regulatory, program, software and other technical matters related to County Office operations and other assigned activities.

Attends and participates in a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques used in financial and operational internal audits and financial management analysis.

Investigative techniques and strategies for collecting and evaluating data for enhancing operational efficiency and financial integrity.

Generally accepted accounting and auditing principles, practices and procedures.

Interviewing, testing and data collection techniques used in the auditing and analysis of assigned functions and activities.

Methods, programs and strategies for conducting audits and financial management studies.

Record-keeping, working paper documentation and filing techniques.

Research methods and report writing techniques.

Oral and written communication skills.

Policies and objectives of County Office program and activities.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Arithmetic calculations and other program- or service-related computations.

ABILITY TO:

Conduct a variety of internal audits and financial management studies to evaluate financial integrity and operational efficiency, and compliance with internal controls and governance processes.

Review and analyze financial and statistical records and reports to assess accuracy, completeness and compliance with Generally Accepted Accounting Principles.

Provide consultation and recommendations to senior management and the leadership team concerning

policies, procedures and techniques for enhancing operational efficiency and financial integrity of program and service activities.

Develop, implement and evaluate methods, programs and strategies for conducting audits and financial management studies.

Assess proper and effective compliance with of internal control processes.

Communicate effectively both orally and in writing.

Interpret and explain rules, regulations, policies and procedures and their application to County Office operations.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer, assigned office equipment and other tools.

Analyze situations accurately and adopt an effective course of action.

Prepare clear and concise audit reports.

Maintain records and working paper files.

Plan and organize work.

Work independently with little direction.

Compare numbers, statistical data, and program or service attributes and detect errors efficiently.

Perform arithmetic calculations or other program-related computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, accounting or related field and five years of professional-level auditing or accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Current license as a Certified Public Accountant or Certified Internal Auditor.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environments.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Approved by Personnel Commission: June 23, 2011, Revised Approval January 13, 2016



Kristin Olson
Director-Classified Personnel Services

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