SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Operations Auditor
REPORTS TO: Assigned Supervisor

DEPARTMENT: Finance
CLASSIFICATION: Classified

FLSA: Exempt
SALARY GRADE: 044
AASD

REVISED: February 13, 2018

BASIC FUNCTION:

Plan, conduct, and make analyses of student body operations audits and present findings to the Board of Education, Superintendent, district management staff, and others involved with district operations; provide direction to district staff related to proper accounting systems and procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

E = Essential Functions

Perform preliminary studies to evaluate district student body operating and processing procedures and methods related to accounting systems and methods, and to determine the nature and scope of operations audits. E

Plan audits and work schedules and observe and analyze work processes and recommend changes for improving operations. E

Lead other staff in the performance of an audit or evaluation; review and approve the analysis of conditions and evidence obtained, assist assigned staff in the development of tentative findings and recommendations for presentation. E

Collect and analyze data; ensure that evidence and data conforms to the audit or evaluation objectives and applicable professional standards. E

Consult with district staff and provide audit assistance for student body financial and accounting projects. E

Present reports of findings to management staff, Superintendent, and Board of Education including recommended corrections and improvements. E

Make follow-up contacts to ensure implementation of adopted recommendations. E

May make cost estimates of recommended changes.

Provide on-going direction to district staff in proper methods of maintaining student body financial records. E
Act as liaison to the contract bank regarding accounts and to resolve discrepancies. E

Consult with district staff and outside agencies as needed and respond to inquiries from staff, parents, and community related to student body. E

Review and explain applicable local, state, and federal regulations to district staff members. E

Develop, revise, and update district student body accounting manuals, procedures, and training guides. E

Participate in reviewing and developing policies, and procedures, to encourage effective and efficient management controls. E

Perform special audits as assigned by the supervisor; prepare a variety of fiscal, statistical, and analytical reports, including year-end reports and other correspondence as required. E

May account for inventory to determine accuracy and the validity of profit and loss statements. E

Examine school financial records to ensure that various services performed during student activities meet district requirements and have been paid in compliance with contracts and with IRS and state laws and regulations. E

Ensure compliance with District policies, state and Federal regulations, regarding the prevention of unauthorized disclosure of personally identifiable information (PII), and records associated with the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) in obtaining evidence for audits, evaluations, and administrative reviews, and investigations. E

Conduct or participate in staff development programs, staff training, workshops, and conferences as assigned. E

Serve on committees as assigned. E

May direct the work of clerical assistants and others.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from an accredited four-year college or university with a major in accounting, business administration, or related field and three years of recent, full-time, paid, progressively responsible operations auditing experience. Supplemental course work in the use of computer systems is desirable.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
Principles, theories, and practices of auditing, accounting and internal controls.
Principles of supervision and training.
Applicable laws, codes, regulations, policies, and procedures.
Organization and functions of the various operating units of the District.
Oral and written English communication skills.
Interpersonal skills using tact, patience, and courtesy.
Methods of statistical analysis and report writing techniques.
Operation of a computer and related software applications.

ABILITY TO:
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Develop and implement plans and procedures for auditing activities.
Apply accounting and auditing theories, techniques and methodologies, business operations, computer systems management and related software.
Analyze data and present results.
Interpret, apply, write, design, and explain district policies, procedures, rules, and regulations.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Train, supervise, and evaluate the work of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

An Operations Auditor conducts complex internal operational, performance, compliance, and financial audits for the District.

An Internal Investigator conducts complex investigations regarding allegations of employee misconduct and allegations related to student safety including allegations of violence against children, bullying/harassment and egregious acts.

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