

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Operations Auditor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Internal Audit	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	044 AASD Supervisors'
ISSUED:	March 13, 2007		

BASIC FUNCTION:

Plan, conduct, and make analyses of 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 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**

Collect and analyze data. **E**

Consult with district staff and provide audit assistance for 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 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. **E**

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

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

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

Perform special audits as needed; 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**

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.

Operate a microcomputer and standard office equipment. **E**

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 microcomputer 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.
- Oral and written communication skills.
- Reading and writing English communication skills.

ABILITY TO:

- Develop and implement plans and procedures for auditing activities.
- Apply accounting and auditing theories, techniques and methodologies, business operations, microcomputer systems management and related software.
- Analyze data and present results.
- Develop and implement plans and procedures for auditing activities.
- Apply accounting and auditing theories, techniques and methodologies, business operations,
- Operate standard office equipment including microcomputers and related software applications.

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.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Direct the work of assistants.

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.

Job Code 6811

JB