

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Audit Manager, Operations	REPORTS TO:	Director, Office of Audits and Investigations
DEPARTMENT:	Internal Audit	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	024
Effective Date:	July 1, 2008		

BASIC FUNCTION:

Plan, organize, and conduct audits and investigations; analyze and evaluate district operations and systems; supervise and evaluate the performance of assigned staff.

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**

Determine the nature and scope of district operations audits and investigations and formulate procedures and work schedules. *E*

Plan, conduct, and direct audits of district operations and the security of systems to assure adequacy of internal controls, reliability, integrity and efficiency. *E*

Conduct internal investigations based on allegations of fraud, waste, mismanagement and other issues brought forward by District personnel and others; examine, analyze, and make determinations of fraudulent activities and unethical behavior. *E*

Determine the nature and scope of district fraud and the outcomes of other internal investigations and develop internal procedures and protocols. *E*

Review documents, reports, online databases in connection with investigations; gather facts and develop evidence from all sources to establish the nature of the allegation; conduct interviews of complainants and witnesses. *E*

Compose and distribute written audit reports documenting findings and recommendations for audits conducted. *E*

Consult with senior management, legal counsel, school administrators, government agencies, and external organizations regarding audit findings and recommendations. *E*

Plan and conduct special audits requested by management and the Board of Education. *E*

Monitor progress of district operating systems projects in accordance with the implementation plan. *E*

Analyze work processes and recommend changes for improving efficiency. *E*

Develop and/or recommend computer programs, hardware and software to be utilized in auditing activities. *E*

Present reports and findings of analyses to management, including recommended corrections and improvements. *E*

Provide training and direct the work of assigned staff. *E*

Investigate and analyze problems using computer systems and databases, and make recommendations for corrections and improvements. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Formulate and develop policies and procedures that improve deficiencies in district systems revealed through the audit process. *E*

Represent the district in matters of recommended disciplinary action of employees relative to audit findings; participate in meetings with exclusive collective bargaining representatives regarding discipline recommendations to be imposed. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Review appropriate auditing procedures to assure district compliance with laws and procedures related to the auditing processes and make recommendations on changes. *E*

Participate in in-service education programs, staff training, seminars and conferences as assigned. *E*

Assist in the development of policies, procedures and proposals for change to legislation. *E*

Provide support and perform tasks relative to the Ethics program/policy development and management. *E*

Supervise and evaluate the performance of assigned staff. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

A combination equivalent to a bachelor's degree in computer science, accounting, business administration or related field and four years of progressively responsible experience in operations auditing. Experience conducting investigations and interviews is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and availability of private automobile to conduct field audits.
Possession of or the ability to acquire a Certified Internal Auditor certificate is required.
Continued participation in professional development, membership in professional organizations, and obtaining and maintaining professional designations is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
Operational auditing techniques and methodologies including audit planning and report writing.
District, state and federal procedures, and applicable laws, codes, and regulations.
Generally accepted auditing and accounting principles.
Fraud auditing techniques and procedures including fraud detection and prevention.
Investigative and interviewing techniques and research methods.
California school accounting and budgeting systems and district operational functions.
Computer systems, personal computers and telecommunication systems and programs including software, hardware, and networks.
Principles and practices of administration, supervision, and training.
Interpersonal skills using tact, patience and courtesy.
Public speaking and effective oral and written communication skills.

ABILITY TO:

Provide leadership and direction in assigned functions.
Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.
Conduct audits and analyze the various phases of operations and systems.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Conduct internal investigations and interviews.
Interpret, apply and explain rules, regulations, policies and procedures.
Prepare comprehensive narrative and statistical reports.
Prepare and present audit reports, make recommendations, and ensure implementation of corrections.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor; office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lift light objects.

Job Code 1851
PH