

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 10041

### DIRECTOR I, INTERNAL AUDITS

#### OVERALL RESPONSIBILITY

Under general direction, organize and maintain fiscal compliance and internal controls related to District-wide budgets, accounting and payroll activities; oversee internal audit-related activities; perform internal control and compliance reviews; direct the operations of District Accounting and Payroll functions; train and supervise the performance of assigned personnel.

#### SPECIFIC RESPONSIBILITIES

1. Coordinate and perform complex, advanced-level auditing duties requiring independent judgment. *E*
2. Assure compliance with all laws related to fiscal operations of the District. Develop and/or modify accounting standards and manuals for general accounting and student body funds accounting. *E*
3. Plan and conduct the investigation of district procedures and internal controls to safeguard assets, protect against fraud and to comply with legal financial reporting requirements. *E*
4. Assist school and department personnel with accounting, payroll and reporting procedures needed to maintain internal controls. *E*
5. Audit transactions and efficiencies within the Accounting and Payroll Departments; including, but not limited to, cash handling, authorized distributions, accounts payable, pay calculations, overpayment management and various district fee calculations to determine compliance with policies and regulations. Prepare reports of findings and recommendations for improvement. *E*
6. Audit student body funds to determine the appropriate accounting procedures on deposits and disbursements are followed; identify deficiencies and educate school accounting personnel and administrators on the correct procedures and practices. Prepare reports of findings and recommendations for improvement. *E*
7. Review a variety of documents, records, contracts, correspondence and procedures of departments or schools to determine compliance with internal controls, existing regulations, laws, business policies and procedures; identify areas of exposure to risk. *E*
8. Coordinate year-end closing, clearing account auditing and preparation of unaudited actuals reporting. *E*
9. Oversee the annual audit. Conduct internal audits and fraud reviews. *E*
10. Compile financial and statistical data; prepare related reports and submit to local, County, State, Federal and other funding agencies. *E*
11. Develop and administer subordinate budgets; analyze budgetary/financial data; control/authorize expenditures. *E*
12. Conduct management evaluations and analysis in areas of responsibility. *E*
13. Apply laws, codes, policies and regulations pertaining to the areas of assigned responsibility. *E*
14. Assist in the selection, orientation, supervision and evaluation of subordinate personnel. *E*
15. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
16. Perform other related duties as assigned.

## **DIRECTOR I, INTERNAL AUDITS (continued)**

### WORK YEAR

Approved days as specified on the Management Salary Schedule

### SALARY

Management Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

Knowledge of and ability to apply accounting, budgeting and fiscal accountability methods, principals and practices.  
Knowledge of the laws and regulations governing school district accounting.  
Ability to interpret and apply laws and regulations.  
Knowledge of and ability to analyze financial data and prepare financial statements.  
Knowledge of and ability to apply problem solving processes and techniques.  
Knowledge of and ability to apply effective supervision techniques.  
Ability to understand and implement complex oral and written directions given in English.  
Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

#### Experience

##### Minimum Requirement:

Three (3) years of increasingly responsible experience functioning in a lead capacity in a public sector accounting position.

##### Desirable Qualification:

Three (3) years of increasingly responsible management experience in position(s) which evidence increasing management responsibility and/or supervisory experience in the area of public school accounting.

#### Education/Credential

##### Minimum Requirement:

Bachelor's Degree from an accredited college or university with a specialization in accounting or equivalent combination of education and work experience related to the position.

##### Desirable Qualification:

Master's Degree from an accredited college or university with a specialization in business or equivalent combination of education and work experience related to the position; or position of a Certified Public Accountant (CPA) license.

### Physical Characteristics

#### With or without the use of aids:

Sufficient vision to read fine print and operate equipment. Sufficient depth perception. Good color perception.  
Sufficient hearing to hear verbal directions and audio and equipment malfunctions.  
Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.  
Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.  
Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects, and print or write legibly.  
Physical ability to sit or stand for extended periods of time.

**DIRECTOR I, INTERNAL AUDITS (continued)**

REPORTS TO:

Associate Superintendent, Business Services or designee

Cabinet Approved: 2/11/20

Board Approved: