



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Internal Auditor**  
 Job Family: **Finance**  
 Prepared/Revised Date: **February 24, 2015**

FLSA Status: **Exempt**  
 Pay Range: **FN77Y**  
 Job Code: **34001**

**SUMMARY:** Responsible for assisting the District in safeguarding its resources by promoting an economical, efficient and effective business environment based on sound and practical internal controls. Internal audit services are performed to assist the District in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's processes at a reasonable cost. The internal auditor provides independent and objective insight, analysis and recommendations to assist the District in constructive change while effectively managing risk. The internal auditor is guided by a philosophy of adding value to improve the internal controls and operations of the District. In performing internal audit services for the District, the internal auditor is governed by The Institute of Internal Auditors' Code of Ethics and International Standards for the Professional Practice of Internal Auditing. The internal auditor also adheres to The Institute of Internal Auditors' Practice Advisories, to the extent they are applicable to the internal auditor's services and the District's operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Plan and conduct audits on a variety of systems, processes and transactions supported by complete and accurate audit documentation.	D	48%
2. Compile data for the purpose of communicating audit findings, recommending corrective actions or improvements and ensuring implementation of adopted recommendation.	D	10%
3. Review/evaluate internal controls established for the purpose of insuring financial information is properly recorded and/or assets are properly safeguarded.	D	10%
4. Review/evaluate internal controls established to ensure compliance with policies, procedures, guidelines, laws and regulations.	D	10%
5. Attend work and arrive in a timely manner.	D	1%
6. Follow-up on internal and external audit findings and recommendations until adequately resolved.	M	10%
7. Recommend opportunities for improving the District's system of internal control and/or make recommendations for additional areas to be audited as necessary.	M	2%
8. Serve as primary designee for fraud/hotline reports; assist, as necessary, in special investigation of suspected fraudulent activities and/or noncompliance.	M	1%
9. Develop an annual internal audit plan based on a prioritization of the financial audit universe using a risk-based methodology and submit to the Audit Committee.	A	5%
10. Assist with the external audit as necessary; review the quality of performance of the District's independent external auditors, and the external auditors' degree of coordination with the internal auditor's services.	A	1%
11. Keep abreast of emerging trends and developments in governmental accounting, auditing and internal auditing and communicate relevant information to the Finance Department and the Audit Committee.	Q	1%
12. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Business or Accounting
- More than three years of related experience
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license
- Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA) preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Specialized knowledge of GASB pronouncements, rules and regulations as well as GFOA and ASBO best practices
- Specialized skills in management; auditing systems and internal controls, and CAFR preparation
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word
- Operating knowledge of integrated financial management systems; Business Plus preferred
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, 10-key calculator, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute			x	
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x



<b>VISION DEMANDS:</b>	<b>Required</b>
Depth perception	x
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	