



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0608158

JOB ANNOUNCEMENT

STAFF AUDITOR

Internal Audit Department

Closing Date: July 9, 2008

JOB DESCRIPTION

The Staff Auditor, under the direction of the Director of Internal Audit, is responsible for auditing various District campus and department operations and programs to ensure accountability standards are in compliance with laws, regulations, and policies.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Business Administration or related field.
- Minimum two (2) years accounting/auditing experience preferably in a school district, governmental or non-profit environment.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Excellent organizational, written and verbal communication and interpersonal skills in dealing with a wide variety of district and external personnel.
- Knowledge of school fund accounting and school activity accounting policies and procedures.
- Demonstrated ability to manage multiple projects simultaneously.
- Demonstrated ability to analyze financial data and formulate recommendations.
- Skill in using related software applications (i.e. Microsoft Office Products such as Word, Excel, and PowerPoint)
- Physical demands of the job involve conducting physical inventories in hot temperatures that require climbing, lifting and re-arranging heavy objects. Lifting heavy boxes of records and supplies when conducting campus audits.
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

MAJOR RESPONSIBILITIES

1. Conduct financial, compliance and operational audits in all areas of school district such as Attendance, Transportation, Food Service, Dropouts and all business operations.
2. Review departmental records, reports, documentation, and operating procedures to ensure compliance with Federal and State laws, Board of Education rules, local board policy, and administrative regulations.
3. Communicate audit findings verbally and in written memos and reports.
4. Perform external audits in the areas of: annual observations of physical inventory counts for District warehouses, regulated state audits/desk audits such as leaver audits, etc.
5. Assist in preparation and presentation of financial training courses for entire system of school bookkeepers, principals and campus administrators.
6. Assist in fraud investigations.
7. Review operating systems in the various areas and provide recommendations for improving the process.
8. Serve as team member on various special projects such as capital assets, technology systems, etc.
9. Complete special projects and audits as assigned by the Director.

TERMS OF EMPLOYMENT

SALARY: \$37,731 - \$47,541

PAY GRADE: B20

WORK DAYS: 226

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PCN: P6B0A320 00002

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer