



INTERNAL AUDITOR/STAFF ACCOUNTANT



Job Overview

The job of Internal Auditor/Staff Accountant was established for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; assisting the Director of Budget and Finance, school principals and bookkeepers; completing audits and reviews of district processes, procedures and methodologies; developing and monitoring internal controls; conducting audits of internal funds; evaluating the degree of internal control exercised by each principal and providing updated procedures and work aids for district staff.

This job reports to the Assistant Superintendent of Finance.

Job Functions

- Audits a variety of internal activities and/or procedures for the purpose of ensuring compliance with prescribed auditing standards, detecting issues occurring at the school level so proper resolution can be determined.
- Collaborates with other staff members, school staff, independent audit staff, state agencies, etc. for the purpose of responding to questions with fund audits and/or preparing work aids, manuals, policies, and procedures for use by district personnel.
- Coordinates the data processing system with financial data for the purpose of ensuring system is operating efficiently, effectively, and accurately.
- Participates in a variety of meeting for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports, documents, and other written materials (e.g., concise statistical, analytical reports, monthly travel report to Board, detailed audit findings, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches discrepancies of financial information and/or documentation for the purpose of reaching resolution, ensuring accuracy of data and complying to established procedures.
- Responds to inquiries from a variety of sources (e.g., staff, state auditors, government agencies, etc.) for the purpose of providing information to schools and/or direction related to school accounting issues and clarification as needed.
- Responsible for reviewing district internal processes and controls (e.g., travel reimbursement related issues, waiver reimbursement requests, state accounting manual, standard operating procedures, etc.) for the purpose of ensuring financial information is properly processed, reported, and safeguarded each year.
- Assists bookkeepers with the use of accounting software both activity and County systems for the purpose of ensuring compliance with State, County and District guidelines.
- Supervises personnel who oversee district bookkeeping training, reporting, and procedures.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Working Environment

This job is performed in a generally clean and healthy environment.

Generally, the job requires 70% sitting, 15% walking, and 15% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity

Qualifications

Minimum experience: Job related experience within specialized field is required. Auditing experience is preferred.

Minimum education: Bachelor's degree in business with emphasis in accounting and auditing.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to prepare and maintain accurate records; operate standard office equipment using pertinent software applications; plan and manage internal audits; and organize and communicate information, concepts, and procedures.
- Knowledge of business office practices and procedures; principles of accounting and public sector auditing; and pertinent codes, policies, regulations and/or laws governing public education.
- Ability to communicate with diverse groups including a variety of personality types; maintain confidentiality; meet deadlines and schedules; set priorities; be attentive to detail; and establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: CPA or CFE preferred

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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