



DIRECTOR INTERNAL AUDIT

GENERAL RESPONSIBILITIES

Responsible for assisting all members of the Virginia Beach City Public Schools' administration and of the School Board in the effective discharge of their responsibilities by providing them with objective analyses, appraisals, recommendations, and pertinent comments concerning activities reviewed.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review and appraise the soundness, adequacy, and applications of accounting, financial, and other operating controls, and promoting an effective system of internal controls at a reasonable cost.
- Ascertain the extent of compliance by the Virginia Beach City Public Schools and its employees with state and federal law, established policies, plans, and procedures.
- Determine the extent to which assets are accounted for and safeguarded from losses of all kinds including discovery and prevention of fraud, embezzlement, theft, waste, etc.
- Ascertain the reliability of financial data developed within the organization.
- Recommend operating improvements.
- Determine whether an organization or program is achieving its mission, goals, and objectives in an effective manner.
- Complete designated financial and compliance audits as approved by the Audit Committee.
- Assess administration's promotion of compliance by the Virginia Beach City Public Schools with internal policies and procedures, as well as state and federal laws.
- Establish an annual program of audits reflecting appropriate priority.
- Present accurate, comprehensive reports to the Audit Committee covering the scope and objectives of assigned audits within the time frame approved.
- Provide follow-up on audit reports sufficient to determine the degree of compliance with audit recommendations.
- Establish and maintain constructive working relations with administration through use of interim briefings during the audit engagement, draft report review and a constructive orientation for reporting.
- Establish adequate quality controls to ensure that audit standards are followed.
- Provide a comprehensive continuing professional education program for audit personnel with the training necessary to satisfactorily perform assigned audits.
- Mentor, review and supervise audit staff, including review of audit work papers, reports and correspondence.
- Research School Board Policies, administrative guidelines, Virginia School Laws.
- Communicate audit findings and recommendations to management.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of public accounting principles, practices and procedures; thorough knowledge of standard practices, procedures and equipment as applied to the maintenance of an accounting system; thorough knowledge of the state laws and local ordinances governing the receipt, custody and expenditure of school funds; ability to analyze and interpret complex financial data; ability to communicate ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree in Business with major in Accounting/Auditing.

Certified Public Accountant (CPA) Certification or Certified Internal Auditor (CIA) Certification.

Considerable experience in public accounting.

Some government audit experience.

Preferred:

Master of Business Administration (MBA).

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, bending, and stooping. Work involves moderate exposure to extreme temperatures. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

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| FLSA Status: Exempt | Description: 6/00, 7/20 |
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