



## **INTERNAL AUDITOR**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Internal Audit, the position will execute performance and financial audits in accordance with *Government Auditing Standards* on Virginia Beach City Public Schools' (VBCPS) programs, activities, and functions.

### **ESSENTIAL TASKS**

(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.)

Conduct performance and financial audits from start to finish including the planning, fieldwork, and reporting phases.

- Develop audit objectives and audit programs after conducting preliminary work.
- Identify key internal controls and critical processes for each audit.
- Communicate with auditees throughout each audit.
- Gather pertinent information through interviews and analytical inspection of documents.
- Review school division procedures and records to ensure auditee's compliance as it relates to the audit objectives.
- Analyze and interpret complex statistical and financial data.
- Make conclusions on the audit objectives based on work performed and evidence collected.
- Prepare audit reports, including conclusions, findings, and recommendations to management, in a professional, succinct manner.
- Compose clear and concise communication, both orally and in writing, of information relating to audits.
- Present information and audits to the Audit Committee and management as needed.
- Review other auditors' work as required.
- Manage multiple projects concurrently.
- Develop and make presentations to staff and other groups.
- Follow all applicable laws, regulations, VBCPS procedures, and the Office of Internal Audit procedures.
- Assist in conducting investigations.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a knowledge of *Government Auditing Standards*, generally accepted auditing standards, generally accepted accounting principles and other recognized auditing and accounting practices with particular reference to government auditing and accounting; ability to exercise a high degree of judgment and initiative using only brief general direction to analyze highly complex issues and problems; ability to analyze the adequacy of internal control systems; ability to manage several audits or projects concurrently; knowledge of advanced accounting and auditing techniques, concepts, terminology and procedures; knowledge of, or the ability to research, federal, state, and local laws as well as other policies and regulations pertaining to the auditing process; knowledge of computer hardware and software, survey techniques, methods of productivity analysis and statistics; ability to apply governmental accounting and auditing principles, standards, methods, and techniques; ability to perform complex analytical examinations of operational and financial data; ability to apply comprehensive knowledge of school division operations; ability to prepare well written professional reports of comprehensive audits or complex non-audit projects; ability to make presentations to all levels of management and to establish and maintain effective relationships with government officials and VBCPS employees.



**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor's Degree.

Minimum of two years of experience in accounting or auditing.

Must have CPA or CIA certification within three years of employment in order to remain eligible for continued employment.

**Preferred:**

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

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 frequently. 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.