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## SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

### JOB DESCRIPTION

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**Job Title:** Staff Auditor

**Salary Block:** 103

**Reports To:** Internal Auditor

**Terms of Employment:** 226 Days

**Exemption Status:** Exempt

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#### **Primary Purpose:**

The primary purpose of this position is to assist the internal auditor in meeting objectives and responsibilities pertaining to internal auditing. Adhere to federal and state laws, district policies, procedures and regulations.

#### **Qualifications:**

##### **Education/Certification:**

- Bachelor's degree in Business, Education, Information Technology, Accounting, or related field.
- Valid Driver's License

##### **Special Knowledge/Skills:**

- Ability to research, compile, interpret, and analyze data
- Working knowledge of operations, laws and regulations, key activities, processes and compliance issues that apply to or impact public education activities
- Strong analytical, interpersonal and communication skills (both written and verbal)
- Strong organizational and planning skills as well as the ability to handle multiple high priority tasks simultaneously

#### **Major Responsibilities and Duties:**

1. Demonstrates knowledge of the district's curricula and instructional implementation strategies.
2. Maintain knowledge, skill, and competencies to perform assigned responsibilities and meet continuing professional education requirements.
3. Perform and assist with investigations under the direction of the Internal Auditor.
4. Assist the Internal Auditor in conducting audits and/or reviews in an independent and professional manner and according to the approved audit process.
5. Execute audit projects under the Internal Auditor's instruction.
6. Assist the Internal Auditor in preparing the annual Audit Report.
7. Conduct follow-up audits and statistical random sampling, as needed.
8. Ensure data accuracy within the database of audit findings and supporting documents.
9. Demonstrate and maintain independence, objectivity, work ethic and ethical standards of internal auditing at all times.
10. Attendance at the work site is required to meet essential functions of the job.
11. Ensures that data used in evaluating all major educational and financial programs is sufficient, objective, and accurate.
12. Understands the district's goal and objectives and promotes achievement of those objectives.
13. Relates to staff and other district employees in a manner that conveys equality and mutual respect.
14. Promotes an understanding of the internal audit and program evaluation function and establishes a spirit of trust and communication between department personnel and all district employees.

## Staff Auditor

15. Under the supervision of the internal auditor, provides assistance and written guidelines to assist district personnel in identifying potential non-compliance findings and implementing adequate internal controls.
16. Evaluates operations and offers recommendations for improvement in efficiency and economy of district activities.
17. Accepts responsibility for satisfactory and timely completion of assignments.
18. Evaluates the effectiveness and application of administrative and financial controls and reliability of data that is developed within the district.
19. Evaluates adherence to district plans, policies, and procedures and compliance with various governmental laws, regulations, and reporting requirements.
20. Reviews the effectiveness and efficiency in the use of district resources and makes appropriate recommendations to the Internal Auditor.
21. Reviews activity fund transactions and maintenance to ensure compliance with district policy.
22. Collaborates with the Department of Information Systems to evaluate accuracy of information reported to TEA through PEIMS.
23. Assists in developing administrative regulations and operating manuals as needed.
24. Creates a positive image for the department, both within the district and throughout the community, and is available to assist in a variety of tasks.
25. Develops personal and professional growth by participating in professional associations, attending educational conferences, and reading selected professional publications.
26. Conducts workshops and training sessions for employees, administrators, and other staff.
27. Follows effective verbal and written communication with all stakeholders. Forms of communication may include but are not limited to phone calls (cell phone and land line), email, memos, newsletters, etc.
28. Upholds and adheres to safety rules and policies of the SISD safety program.
29. Supports the goals and objectives of the school district and follows all district policies.
30. Support the district's social media efforts that highlight the hard work of our students and staff as well as increase communication with all stakeholders. (i.e. direct your X followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
31. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
32. Demonstrates a high level of independent, ethical, and professional conduct.
33. Performs any other duties as assigned by the appropriate supervisor.
34. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress. Demonstrates knowledge of written board policies, administrative regulations, curriculum documents, memoranda budgets, state reports, accreditation documents and any other sources of information that would reveal elements of the written, taught and tested curriculum and linkage among these elements.

**Physical Demands/Environmental Factors:** Frequent districtwide travel and occasional statewide travel; occasional prolonged and irregular hours.

*This job description describes the general purpose, and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

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Signature

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Date