



## **PT Internal Auditor / Accountant**

### **Purpose Statement**

The job of PT Internal Auditor / Accountant is done for the purpose/s of assisting in daily accounting functions, auditing school/district transactions to ensure allowability within district and state policies, complete periodic reports on internal audit functions, provide training on purchasing policies, programs, oversee district RFP and bidding processes, assist schools in creation of school fee sheets/processes.

This job reports to Dir 7 Accting, Budgeting, & Alio

### **Essential Functions**

Assist with reviewing policies, procedures, and practices on issues related to financial operations for the purpose of providing directions and / or recommendations for policy and procedure revisions.

Assists in preparing monthly reimbursement requests for the purpose of complying with state and federal grants.

Attends work regularly for the purpose of completing assigned tasks and ensuring the efficient and effecting functioning of the work unit.

Collaborates with Director and Assistant Director of Accounting and Budgeting for the purpose of coordinating the completion of assigned work and ensuring compliance with federal, state, and local policies and guidelines.

Coordinates with school and district personnel for the purpose of implementing and maintaining services and / programs and providing guidance on district policies and procedures in relation to federal, state, and local policies and guidelines.

Maintain understanding of current purchasing policies and guidelines for the purpose of ensuring district compliance.

Manages a variety of fiscal information, files, and records for the purpose of providing accurate, up-to-date reference and audit trail for compliance with federal, state, and local policies and regulations.

Participates in meetings, workshops, and seminars for the purpose of conveying and / or gathering information required to perform job functions with accuracy and effectiveness.

Performs internal audits throughout the district for the purpose of reviewing purchasing transactions for regular purchases and P-cards and determining allowability and adherence federal, state, and local guidelines and regulations.

Prepares a wide variety of documents, reports, and supporting materials for the purpose of providing written support and / or conveying information in compliance with federal, state, and local guidelines.

Provide technical expertise and direction to district and school staff regarding pertinent financial activities for the purpose of conveying information and ensuring compliance with federal, state, and local policies and regulations.

Reconciles school/district accounts for the purpose of providing accurate up-to-date information for a variety of reports.

Researches a variety of financial and purchasing tropics for the purpose of providing information and / or recommendations that impact the organization's operations.

Responds to a variety of inquiries from a wide range of internal and external sources for the purpose of providing accurate and timely information.

Responds to a variety of inquiries from a wide range of internal and external sources for the purpose of conveying accurate information.

Trains school and district personnel on the use of financial accounting software for the purpose of software is used efficiently and effectively and that users are supported in their jobs.

### **Other Functions**

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

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats; present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting principles; budget processing; and codes, laws, rules, regulations and policies.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; determining the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Previous accounting/bookkeeping experience and accounting or equivalent

**Continuing Educ. / Training:**

Frequently as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

3/28/2023

**Salary Grade**

Level 3