



TITLE: SPEC Internal Audit Manager

POSITION INVENTORY: C 52

DEPARTMENT: Office of the Superintendent

FLSA STATUS: Exempt

REPORTS TO: Superintendent

FT/PT: Full Time/8H/260D

RECEIVES GUIDANCE FROM: Superintendent

BASIC FUNCTION:

Assist the Superintendent and the Board of Directors (Board) in accomplishing their objectives by using a systematic, disciplined, and risk-based approach to evaluate and contribute to the improvement of the district's governance, risk management, and control process. Supervises and directs the work of the Assistant Internal Auditor. Determines whether District resources are being used in an efficient manner and in compliance with applicable laws, policies, and procedures. Uses an internal quality review program to ensure that audit conclusions are properly supported by the audit work papers. Conducts appropriate follow up on significant engagement findings and recommendations previously issued by Internal Audit. The DMPS Internal Audit Manager is a designated impartial, neutral, and confidential third party who assists faculty, staff, and administrators in informal dispute resolution through informal means, which includes consulting, negotiation, and mediation. The Internal Audit Manager promotes communication by providing a safe, confidential place for internal and external stakeholders to share concerns and listens without judgment. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the department.

ESSENTIAL FUNCTIONS:

1. Developing internal audit plan based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the audit committee and reporting periodically on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan.
2. Maintaining a quality assurance and improvement program that covers all aspects of the internal audit activity.
3. Conducts appropriate internal investigation, fact-finding, and analysis for better understanding of an issue prior to rendering an opinion.
4. Assists Audit Committee in fulfilling its oversight responsibilities.
5. Evaluating risk exposure relating to achievement of the district's strategic objectives.
6. Monitoring and evaluating the effectiveness of the district's risk management processes.
7. Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the audit committee.
8. Evaluating the effectiveness and efficiency with which resources are employed.
9. Evaluating operations and programs at the request of the Audit Committee or Management, as appropriate, to ascertain whether results are consistent with established objectives and goals, and whether these operations and programs are being carried out as planned.
10. Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on the district.
11. Monitoring and evaluating governance processes.
12. Advises senior administrators responsible for policies and procedures that affect the welfare of the district. Makes appropriate recommendations to modify practices in order to reduce or eliminate recurring problems. Works collaboratively with other offices and personnel whose responsibilities include policy analysis.
13. Provides confidential consultation while assisting inquirers in interpreting district policies and procedures.
14. Seeks and receives permission from an inquirer before taking direct action. Conducts appropriate internal investigation, fact-finding, and analysis of complex situations to untangle issues and help construct non- adversarial approaches to issues.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
2. Competency working in a culturally diverse environment or the willingness to acquire these skills.
3. Maintain confidentiality.
4. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
5. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS

Required:

1. Bachelor's Degree in accounting or related field.
2. Certified Public Accountant, or eligible to sit for the Certified Public Accountant (CPA) or the Certified Internal Auditor (CIA) exam.
3. Three years' experience in auditing procedures.
4. Demonstrated knowledge of professional standards, codes of ethics, procedures, and principles and techniques for informal inquiries.
5. Strong mathematical and analytic skills.
6. High level of proficiency with Excel, Outlook, and other computer software programs
7. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Certified Internal Auditor.
2. External Auditors Yellow Book Qualifications.
3. Degree in mediation, conflict or dispute resolution, or closely related field from an accredited institution.
4. Be an active member of professional dispute resolution association or be willing to join and participate in such associations.
5. Knowledge of generally accepted accounting principles for governmental entities.
6. Knowledge of school district business, budgetary. and financial practices and procedures.

PHYSICAL DEMAND:	FREQUENCY:
1. Standing	Frequent 33% - 66%
2. Walking	Frequent 33% - 66%
3. Sitting	Frequent 33% - 66%
3. Bending/Stooping	Occasional 1% - 32%
4. Reaching/Pushing/Pulling	Occasional 1% - 32%
5. Climbing/Stairs	Occasional 1% - 32%
6. Driving	Frequent 33% - 66%
7. Lifting 25 lbs	Occasional 1% - 32%
8. Carrying 20 feet	Occasional 1% - 32%
9. Manual Dexterity Tasks	
a. Telephone	Frequent 33% - 66%
b. Computer	Frequent 33% - 66%
c. Other	Occasional 1% - 32%
10. Working Conditions	
a. Inside	Constant 67%+
b. Outside	Occasional 1% - 32%
c. Extremes of Temperature/Humidity	Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Maurice A. Norris

Date: 12/03/2020

*Human Resources Generalist or Manager

*This job description is not approved without the signature of a Human Resources Representative.