Job Description

Auditor II (226 Days) - (RTP20220114-012)

Description

- Performs complex level professional internal auditing work. Work involves leading or conducting performance, financial, compliance, and information technology audit projects; and providing consulting services to the organization's management and staff. Responsible for identifying technology risks, and independently evaluating the efficiency and effectiveness of information technology infrastructure and applications including security and general controls. Performs complex investigations and examinations of alleged fraud and financial impropriety. Maintains all organizational and professional ethical standards. Works independently under general supervision with considerable latitude for initiative and independent judgment.
- Performs audit and investigation procedures, including identifying and defining observations, developing criteria, reviewing and analyzing evidence, conducting interviews, and documenting client processes and procedures.
- Prepare reports summarizing the results of completed projects, with practical and economical recommendations for corrective action.
- Conduct internal audits and investigations of assigned district projects and departments.
- Provides supervisory role with Auditor I on work products.
- Conducts entrance and exit conferences associated with the audit engagement.
- Review financial records, reports, documentation, and operating procedures to ensure compliance with Board of Trustee policy and administrative procedures and keep abreast of the district's policies and procedures relevant to the audits assigned.
Provides assistance with staff onboarding and training requirements.
Review financial operations and procedures to determine if results are consistent with established objectives and goals, and whether the funds are being used as planned.
Review financial controls, record retention, documentation, and backup to ensure funds function properly and have adequate controls and audit trails.
Maintain a good standing with all certification or license requirements.

Qualifications

- Bachelor's Degree in Accounting, Finance, or related field; Master’s Degree in Accounting, Finance, or related field and/or Juris Doctor’s Degree from an accredited university preferred.
- Licensed in Certified Public Accountant (CPA), or Chartered Accountant (CA), or Certified Internal Auditor (CIA), or Certified Information Systems (CISA), or Certified Fraud Examiner (CFE).
- Minimum five years audit experience preferred
- Demonstrated knowledge of generally accepted accounting principles, internal audit standards, and techniques, governmental auditing standards, Texas Education Agency Resource Guide, and District policies.
- Demonstrated ability to successfully complete assignments with minimum direction or supervision.
- Demonstrated familiarity with analytical methods and computer software programs such as Microsoft Word and Excel.
- Demonstrated ability to write clear and conclusive audit work papers and concise narrative audit reports.
- Demonstrated organizational, communication, and interpersonal skills required to achieve the goals of the position.

Primary Location United States-Texas-Dallas_County
Work Locations
9400 N CENTRAL EXPRESSWAY SUITE 418
Dallas 75231
Job Auditor II
Schedule Full-time
Minimum Salary 71,696.00
Median Salary: 87,435.00
Posting Date Jan 31, 2022