



Auditor I, Internal Audit (226 Days) RTP20250925-023

## Description

Conduct internal audits of assigned district projects and departments

- Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures
- Conducts entrance and exit conferences associated with audit engagement
- Review financial records, reports, documentation, and operating procedures to ensure compliance with Board of Trustee policy and administrative procedures
- 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
- Compile, maintain, file, and present all required physical and computerized reports, records, and other documents
- Review financial controls, record retention, documentation, and backup to ensure fund function properly and have adequate controls and audit trails
- Prepare reports summarizing the findings of completed projects, with practical and economic recommendations for corrective action
- Assist the district's independent auditors • Perform special audits and reviews as assigned
- Keep abreast of the district's policies and procedures relevant to the audits assigned
- Perform all other tasks and duties as assigned • Maintain a good standing with all certification or licenser requirements

## Qualifications

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 knowledge of computer software programs such as Microsoft Word and Excel
- Demonstrated knowledge of laws, regulations, practices, principles, and procedures pertaining to auditing and accounting
- Demonstrated ability to write clear and conclusive audit work papers and concise narrative audit reports
- Demonstrated familiarity with analytical methods needed to satisfactorily complete audit work
- Demonstrated tact and diplomacy in working with various district and non-district personnel
- Demonstrated ability to successfully complete assignments with minimum direction or supervision
- Demonstrated organizational, communication, and interpersonal skills required to achieve the goals of the position

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made if necessary:

- Regularly required to sit; communicate verbally and electronically; use hands to finger, handle, or feel objects, tools, or controls; stand and move throughout the building and/or to other facilities; crouch, stoop, kneel, and/or crawl; and drive.
- Routinely required to lift or exert force of up to 10 pounds; frequently required to lift or exert force of from 11 to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

#### WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate.
- Travel to facilities throughout the district is integral to this job.



Primary Location United States-Texas-Dallas County

Work Locations

9400 N CENTRAL EXPRESSWAY SUITE 418

Dallas 75231

Job Auditor I

Schedule Full-time

Minimum Salary: 65,196.00

Median Salary: 79507.00

Posting Date: Sep 26, 2025