



**Job Title:** Internal Auditor  
**Department:** Finance  
**Reports To:** Chief Financial Officer (CFO)  
**Compensation:** XG-3  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Overtime Status:** Exempt  
**Last Revised Date:** August 13, 2024  
**Oklahoma Teacher's Retirement:** Mandatory  
**TPS Union Status:** N/A  
**Funding Source:** District Paid

**Mission:** Our students lead through literacy, are empowered through experience, and contribute to their community.

**Vision:** Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.
- **Character:** We are honest, trustworthy and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.
- **Excellence:** We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot of one another, and we support one another in achieving our shared, high expectations.
- **Team:** We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

**Position Summary:** Under the direction of the CFO, the internal auditor performs financial, operational, and compliance reviews of district programs and activities, including but not limited to those funded under governmental grants, contracts, publicly funded bond measures and all funds provided for in Oklahoma statutes. Performs broad examinations and evaluations of the adequacy and effectiveness of the district's system of internal controls and provides the district with adequate solutions to any identified problems. Provides professional information and advice as appropriate while serving as the liaison between the district and external auditors.

**Minimum Qualifications:**

**Education:**

- Bachelor's in accounting, business, finance, or related field
- Master's degree preferred

**Experience:**

- Three (3) years of professional audit experience or public accounting experience

**Specialized Knowledge, Licenses, etc.:**

- Possess or ability to obtain a Certified Internal Auditor or Certified Public Accountant License
- Knowledge of accounting principles and practices, internal auditing standards, and techniques required to perform audits
- Proficient in Microsoft Office Suite and Google Office Suite
- Bilingual in Spanish preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs or directs periodic reviews and audits of all business-related functions (payroll, accounts payable, accounts receivable, inventory control, school activity fund, etc.) to ensure adequate internal control procedures exist and are being followed
- Performs audits as requested testing for compliance with OSDE regulations and guidelines, Tulsa Public Schools policies and procedures, state and federal guidelines and contractual requirements
- Evaluates systems of internal controls and the adequacy of accounting records
- Investigates all cash shortages and makes recommendations for modifying procedures and making restitution where appropriate
- Provides written reports to Chief Financial Officer on all reviews, audits, and investigations
- Serves as primary point of contact for all external auditors
- Assists finance team as needed in preparing financial documents for annual external audit in compliance with GASB 34 and OSDE requirements
- Audits employee travel claims to ensure compliance with Board Policy and State Law
- Serves as principal back-up for the Director of Accounting when absent
- Maintains current knowledge and understanding of school law and District policies, recommending policy changes as needed
- Assists in training district personnel in processing requisitions, purchase orders, travel claims, and payroll documents focusing on compliance with District policies
- Interprets and implements policies in a manner consistent with the interests of the district
- Provides advice and consultation to executive management as requested
- Investigates and resolves issues as needed, represents the department and District in a professional manner to all
- Performs other duties, tasks, and services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; uses first-hand customer information for improvements in deliverables and services; acts with customer in mind; establishes and maintains effective relationships with all customers
- **Integrity and Ethics:** Accepts accountability for own performance and behavior; admits and takes responsibility for correcting mistakes; adheres to Tulsa Public School's core values during both good and bad times; practices what he/she preaches; is seen as a truthful and honest individual; keeps confidences; doesn't misrepresent for personal gain; tries to do what is right. Complies with all policy, procedure, regulation and other communicated requirements as may be in effect. Exercises discretion and independent judgment in making decisions regarding the provision of services to internal and external customers and in day-to-day operations of the department

- **Self-Development:** Is personally committed to and actively works to continuously improve self; understands different situations may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits; looks for opportunities to increase personal contribution and value to the organization
- **Resource Management:** Demonstrates good stewardship in use of time, money and materials to produce the required deliverables or services; plans and organizes work to use own and others time effectively and efficiently; concentrates efforts on the more important priorities; is productive in planning and executing work
- **Action Orientation:** Steadfastly pushes self and others for results; enjoys working hard; takes quick and timely action; recognizes and seizes opportunities without prolonged deliberation; creates positive results by resolving problems and initiating action in an expedient manner
- **Problem Solving:** Uses logical analysis to solve difficult problems; involves appropriate resources in seeking solutions; looks beyond the obvious first answer; remains composed and focused on the critical issue when confronted with the unexpected; sees problems as welcome opportunities to create improvement in the organization
- **Business Acumen:** Knows how school districts works and is aware of current and future trends affecting the District
- **Dealing With Ambiguity:** Can effectively cope with change and shift gears comfortably; can handle risk and uncertainty
- **Organizing:** Can orchestrate multiple activities at once to accomplish a goal; arranges information in a useful manner
- **Written Communications:** Can write clearly and succinctly in a variety of communication settings and styles so that messages have the desired effect
- **Oral Communication and Presentation Skills:** Effective in a variety of presentation situations: one-on-one, small and large groups, with peers, bosses and individuals outside the organization
- Ability to comprehend and interpret policies, procedure, laws, regulations and guidelines

#### **Customer Contacts:**

- **Internal:** TPS District Employees
- **External:** Local and state agencies, partnered vendors

#### **Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Physical requirements consistent with an office setting
- Occasional to frequent travel to district and non-district sites

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the*

*district's human rights and Title IX coordinator at 918-746-6985. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*