

AUDIT SPECIALIST

CLASS SUMMARY

Under general supervision plans, organizes, coordinates, assists and supports in the development and control of the district's audit program to provide more efficient and effective use of educational funds through sound fiscal management and the reporting of financial operations; examines and evaluates the adequacy and effectiveness of the district's system of internal control; also audits and reviews complex and technical accounting work related to reconciliation of insurance billings, bank reconciliations and various financial aid accounts of the District, including the coordination and application of current federal and state laws, county and district policies in the preparation, audit and processing of a variety of documents.

REPRESENTATIVE DUTIES

Plans, organizes, schedules and conducts internal operational, financial and compliance audits at locations throughout the district; work with the Internal Audit Manager to develop audit programs for cyclical assessments of different grants and funding received from the State and Federal Government to meet regulation guidelines; perform audits of various cash funds at all colleges, associated students' office, general funds, bookstore, fixed assets inventory, financial aid operations, child development centers, foundations and other auxiliary service operations; assist with development of manuals and procedures for cash handling at applicable sites; verify accuracy of enrollment and attendance data by examination of supporting records at the colleges; ascertain adequacy of accounting for and safeguarding of all assets; examine local, state and federal grant program records for compliance with program regulations; assist with fiscal accountability audit process; analyze policies, procedures, internal controls and accounting systems for the purpose of evaluating the future impact of current practices and proposed actions; and perform other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the assigned administrator or supervisor.

REQUIRED

Training and Experience

A Bachelors Degree from a recognized four year college or university with a major in accounting, business administration, finance, or a closely related field including or supplemented by at least 24 semester units in accounting. Four years of increasingly responsible accounting or auditing experience.

AUDIT SPECIALIST (continued)

QUALIFICATIONS GUIDE

DESIRABLE

Experience in community college accounting or auditing is desirable.

Knowledge and Abilities

Knowledge of: principles of general school district accounting; principles and techniques involved in reconciliations, monitoring, and internal controls; legal, procedural and reporting requirements in school district financial work; pertinent federal and state laws, codes, regulations, policies, and procedures; practices and principles of financial and statistical record keeping; modern office practices, procedures and equipment, including use of computer for data entry, word processing, spreadsheets, database operations, and other office applications; correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to: communicate effectively, both orally and in writing; read, understand, and interpret laws, rules, and regulations; interpret and apply California Education Code provisions which pertain to the school district; understand record keeping associated with fringe benefit programs, their applicable contracts, laws, and regulations; perform complex and technical accounting work related to the preparation of the district reconciliations; prioritize and organize a large volume of work to successfully meet constant monthly deadlines; prepare necessary reports; follow through on own initiative to clear up discrepancies or obtain necessary support materials; establish and maintain effective work relationships with those contacted in the performance of required duties; use diplomacy in dealing with complaints and angry employees who may be verbally abusive.

Skills: communicates effectively with employees and management, especially in those matters associated with the management and safeguarding of assets; skillfully operates various office equipment and machines including ten-key calculator, computer terminal, keyboard, printer and copier.