COORDINATOR III - INTERNAL AUDIT

Reference Code: A450
Division: Office of the Chief of Staff
Classification: Professional-Technical
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for conducting financial, operational, and/or compliance audits of functions within the Clark County School District, as well as to provide management consulting services. This position is directly responsible to the Director, Internal Audit Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Plan, organize, and conduct audits of various functions within the District in accordance with the standards of the Institute of Internal Auditors.
2. When functioning as the lead-auditor, supervise and review audit work of other auditors.
3. Determine the best method to derive audit evidence such as statistical sampling, data analysis, interviews, benchmarking, etc.
4. Analyze and evaluate the efficiency and effectiveness of the functions, operations, and control environment.
5. Audit for compliance with regulations, policies, and applicable state and federal laws.
6. Write audit reports that include recommendations and agreed upon corrective action for any unsatisfactory conditions, improvements to operations, and/or reductions in costs.
7. Follow-up on corrective action to verify that the intended results are occurring.
8. When there is suspected wrongdoing, work with the Legal Office and Police Services; if needed, extend audit procedures, organize evidence, and provide testimony.
9. Supervise and evaluate the performance of assigned staff.
10. Perform other management consulting work, as needed.
11. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Possess analytical and problem-solving skills.
2. Possess negotiating skills.
3. Ability to manage more than one project at a time.
4. Ability to work independently, exercising judgment and maintaining confidentiality.
5. Excellent communication and interpersonal skills.

POSITION REQUIREMENTS:
Education and Training:
An earned bachelor’s degree from an accredited college or university in accounting, finance, or business related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:
A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of four (4) years professional audit experience in operational, financial, or compliance audits.
3. Proficient with computer software and mainframe databases.
Preferred Qualifications:
1. Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Management Accountant (CMA).
2. Professional experience related to contract or construction auditing.
3. An earned master's degree from an accredited college or university in business administration.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**
The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.