

# Coordinator IV, Senior Internal Auditor

## Position Details

Job Code: U7403

Reference Code: A498

Division/Unit: Office of the Chief of Staff

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to assist the director in the overall operation of the Internal Audit Department. This position requires a global understanding of Internal Audit procedures and the International Standards for the Professional Practice of Internal Auditing as outlined in the International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA). This position is further responsible for conducting financial, operational, and compliance audits of functions within the Clark County School District, as well as providing management-consulting services. The purpose of this work is to provide independent, objective, and assurance services to add value, improve the District's operations, and protect District assets. This position is directly responsible to the Director II, Internal Audit Department, Office of the Chief of Staff.

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## 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 IIA. This includes conducting surprise cash counts and holding entrance conferences with school or department

management; interviewing various District employees; performing detail testing of various documents and records; preparing work-papers detailing results; and preparing reports for distribution to various school or department managers. Additionally, this includes working with the Office of the General Counsel; Employee-Management Relations (EMR) Department; and Police Services, as necessary.

2. Perform detailed reviews of the work of other auditors within the department to ensure audits are performed in accordance with the Standards of the IIA. Provide review notes to auditors to correct and/or clarify audit results and clear those notes with auditors prior to forwarding the audit file to the Director for final review.
3. Serve as the Internal Audit liaison to the District's Office of Charter Schools and participate in the annual financial review of the District sponsored charter schools, as necessary.
4. Compile department statistics for internal use and distribution to District management and the Clark County School District Board of Trustees.
5. Serve as the Internal Audit liaison to the District's Athletic Department; schedule audits, revise, and maintain the gate receipt audit program, present at the annual middle and high school athletic meetings, consult with the Athletic Department, and advise colleagues, as necessary.
6. Train new staff and interns to ensure audits are performed in accordance with the Standards of the IIA.
7. Perform an annual internal assessment of department performance and compliance with the IPPF as required by the IIA. Prepare report of assessment results for the Audit Advisory Committee and include recommended corrective action, as necessary.
8. Attend meetings of the Audit Advisory Committee, Board of Trustees, etc., in the absence of the Director. Prepare and present any necessary information at these meetings.
9. Present banking trainings to school bankers/office managers and administration in the absence of the Director.
10. Supervise staff and handle incoming audit requests in the absence of the Director.
11. Perform other duties related to the position, as assigned.

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## **Position Expectations**

1. Knowledge of various District policies, procedures, and regulations directly affecting the operations of school banks, conducting transactions with

- procurement cards; the recording of payroll; and those specific to the area being audited.
2. Knowledge of applicable state or federal laws regarding the areas being audited.
  3. Thorough knowledge of the IPPF of the IIA.
  4. Possess analytical and problem-solving skills.
  5. Possess negotiating skills.
  6. Ability to manage more than one (1) project at a time.
  7. Ability to work independently, exercising judgment and maintaining confidentiality.
  8. Excellent communication and interpersonal skills.
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## **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**

1. Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Management Accountant (CMA), or other relevant certification.
2. 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 two (2) years professional experience specific to fraud investigations.
3. Minimum of four (4) years professional accounting or audit experience in operational, financial, or compliance audits.
4. Proficient with computer software and mainframe databases.

### **Preferred Qualifications**

1. Professional experience related to contract or construction auditing.
2. An earned master's degree from an accredited college or university in accounting.
3. Management experience.

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

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/18/22
- Created: 06/06/18