

# **Valparaiso Community School Corporation**

## **Internal Auditor Job Description**

**Purpose:** The Internal Auditor will work within the school district to ensure compliance of internal control procedures and regulations. The Internal Auditor will also assist management in the development of systems and processes that will improve efficiency and compliance.

**Responsible to:** Chief Financial Officer

**Salary:** \$45,000 to \$50,000 depending on experience

### **Qualifications:**

The Internal Auditor will demonstrate a high level of professionalism with advanced skills and talents, to facilitate the achievement of district business initiatives.

1. Bachelors Degree in Accounting, Business Management or related field preferred
2. Prior experience in school finance preferred
3. Proficiency in using basic office equipment and technology including Word and Excel
4. Must qualify for approval to be covered under an individual faithful performance of duty bond with a minimum coverage level of \$100,000.
5. Adhere to strict confidentiality requirements.
6. Desire to continue career improvement.

### **Essential Functions:**

#### **1. Knowledge, Skill and Abilities**

- a. Proactively identify opportunities for improvement and recommend action to the CFO.
- b. Provide subordinates with professional development opportunities and support to achieve success in daily tasks and operations.
- c. Communicate effectively with all the members of the school district and community in both written and oral form.
- d. React to change productively and handle other tasks as assigned.
- e. Manifest advanced skills in creating and updating extensive spreadsheet documents.
- f. Appropriately utilize all equipment as required.
- g. Support the value mission, vision, and goals of the Valparaiso Community Schools.
- h. Comply with all district policies, rules and regulations.

#### **2. Physical Requirements/Environmental Conditions:**

- a. Requires the ability to sit in front of a computer for prolonged periods.
- b. Must be able to positively adjust to challenges and stress.
- d. Requires the ability to work independently and with little supervision.
- e. Ability to pay close attention to detail and coordinate various activities simultaneously.

- f. Requires the ability to work under pressure and to meet deadlines.
- g. Requires regular attendance and/or physical presence at the job.

**General Responsibilities:**

- 1 Assist with the deployment and maintenance of state and locally approved accounting procedures
- 2 Supervise extra-curricular treasurers and directors with accounting guidance to insure fiscal compliance with school corporation policies and State Board of Accounts regulations.
- 3 Train staff regarding student textbook rental procedures and receipt processing
- 4 Oversee financial transactions in the Student Fee Tracking module to establish acceptable accounting procedures and train staff regarding processes
- 5 Download on-line textbook rental revenue and post payments into the student fee management system.
- 6 Reconcile on-line textbook rental receipts with student fee management system and banking records
- 7 Assist with closing accounts at the end of the month and the end of the fiscal year.
- 8 Maintain monthly file of budget reports and transactions for audit.
- 9 Oversee corporation tuition and transfer tuition billing
- 10 Oversee the financial component of corporation grants and prepare required financial reports
- 11 Calculate grant reimbursements and submit all reports to IDOE and all other grant agencies
- 12 Provide fiscal support for grants to all grantees (principals, Curriculum Director, etc.) Proactively monitor balances, deadlines and budget amendment activities.
- 13 Adhere to all district health and safety policies.
- 14 Other duties as assigned by the Chief Financial Officer which are consistent with the general requirements and qualifications of the position.

**Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp>**