

**Anne Arundel County Public Schools**  
**Auditor - Internal I (2131566855)**

**JOB POSTING**

---

**Job Details**

*Title*           **Auditor - Internal I**

*Posting ID*   **2131566855**

*Description*

<b>Title</b>	<b>Title Code</b>
Auditor-Internal I	H05152
<b>Division/Department</b>	<b>Unit   Grade</b>
Internal Audit	V     A/B
<b>Reports To (title only)</b>	<b>Current as of</b>
Director-Internal Audit	5/1/2017

**Position Summary** Is this position exempt from overtime pay? Yes

Uses professional auditing techniques to independently appraise activities performed within the Anne Arundel County Public Schools, results of which are presented to the Board of Education.

**Essential Duties & Responsibilities** Does this position have supervisory responsibilities? No

1. Assists in the planning and performance of financial and compliance, economy and efficiency, and program results audits of operations and schools of Anne Arundel County Public Schools (AACPS).
2. Plans and performs routine financial, compliance, economy, efficiency, and program results audits, as directed.
3. Reviews the system of internal controls, financial records and accounting systems of elementary and secondary schools.
4. Prepares oral or formal written reports expressing opinions on the accuracy of financial records, compliance with Board Policies, Administrative Regulations, appropriate procedures and laws, and effectiveness of the control systems reviewed during an audit.
5. Appraises the adequacy of corrective actions taken to improve deficient conditions.
6. Properly documents, in the audit work papers, the procedures performed to substantiate audit conclusions and recommendations.
7. Analyzes various accounts to obtain specific data; conducts special reviews and assignments, as directed.
8. May participate in financial investigations to determine the existence of and/or extent of fraud.
9. Counts petty cash funds held throughout the Board of Education offices and schools when conducting an audit.
10. Periodically reviews vault security procedures.
11. Attends and may conduct meetings relative to assignments or reviews.
12. Keeps abreast of management decisions and directives.
13. Keeps abreast of Board of Education policy and/or Administrative Regulation changes, as well as Federal, State and/or local laws and regulations changes.
14. May participate in the creation or revision of audit programs.
15. Performs other related duties as assigned.

#### Minimum Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

*The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made on request to enable individuals with disabilities to perform the essential functions.*

#### Education

- Graduation from a four-year college or university with major work in accounting or a related field.

#### Experience

Established: 8/1/2015 WP

- Less than (2) years of internal audit experience performing financial and compliance, economy and efficiency, and program results audits OR an equivalent combination of education and experience which provides the required knowledge, skills and abilities deemed sufficient to prepare the applicant to successfully perform the duties of the position..

#### **Knowledge, Skills, and Abilities**

- Excellent communication and interpersonal skills, and the ability to work closely with school system administrators, employees and board members.
- Demonstrated ability to prepare and submit clear and concise reports.
- Ability to exercise initiative and good judgment in the timely execution of assigned responsibilities.
- Excellent organization and planning skills.
- Demonstrated ability to effectively work and communicate with diverse populations
- Demonstrated proficiency with business software (e.g. Microsoft Office Suite-Word, Excel, Outlook Access and/or PowerPoint preferred).
- Satisfactory score on any test required.

#### **Licenses/Certifications**

- Valid driver's license and daily access to a vehicle.

QUALIFICATION REQUIREMENTS for employment in Grade B by new hire or transfer:  
In addition to all the requirements of Grade A listed above

- Professional certification or ongoing effort to achieve professional certification as: Certified Internal Auditor® (CIA®) through the Institute of Internal Auditors (IIA), Certified Information Systems Auditor (CISA) through Information Systems Audit and Control Association (ISACA), Certified Fraud Examiner (CFE) through the Association of Certified Fraud Examiners (ACFE) and/or Certified Public Accountant (CPA) through American Institute of Certified Public Accountants (AICPA).
- Two (2) or more years of internal audit experience performing financial and compliance, economy and efficiency, and program results audits.
- OR an equivalent combination of education and experience which provides the required knowledge, skills and abilities deemed sufficient to prepare the applicant to successfully perform the duties of the position.

#### **Career Ladder Requirements**

Eligibility for Consideration for Advancement from Grade A to Grade B requires:

- Two (2) years of experience at the Grade A level in this or a related position within AACPS.
- Mastery of all responsibilities and assignments of the position.
- Achievement of identified goals as they relate to the needs of the Board of Education.
- Annual completion of 40+ Continuing Professional Education (CPE) credits deemed appropriate to qualify for a relevant professional designation such as: Certified Internal Auditor® (CIA®) through the Institute of Internal Auditors (IIA), Certified Information Systems Auditor (CISA) through Information Systems Audit and Control Association (ISACA), Certified Fraud Examiner (CFE) through the Association of Certified Fraud Examiners (ACFE) and/or Certified Public Accountant (CPA)
- Consistent maintenance of an effective and orderly work environment.
- Consistent compliance with general office procedures such as standards contained in the AACPS Employee Handbook; demonstration of discretion and excellent customer service; regular and punctual attendance; and building dress code, including wearing AACPS ID badge.
- Performance evaluation rating of Excellent for the previous two (2) evaluations.
- Recommendation of the Director.

Shift Type **1.00 FTE**  
Salary **\$44,478 - \$70,138 / Please refer to the Unit V - 12-month salary scale online <a href="http://bit.ly/2fVTCY2">here</a>**  
Range  
Location **Central Office**  
**Physical Requirements**

**Applications Accepted**

Start Date · As required by the duties and responsibilities of the job. **08/15/2017**  
End Date **09/01/2017**

VR17018