



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 11/10/2023

Internal Auditor

Pay Scale: B

Level: 14

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's legal counsel; government relations; ombuds; safety and security; and diversity, equity, inclusion, and accessibility (DEIA).

Job Overview

An employee in this class conducts complex and comprehensive operational and financial audits of the Loudoun County Public Schools in areas related to School Activity Funds, Financial Information Technology, Single Audit, Operational or Program Audits. Work includes determining audit objectives and preparing audit programs using appropriate audit techniques to achieve the objectives of the audit.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Determines audit objectives and designs audit program to meet those objectives; evaluates the effectiveness of internal controls; analyzes financial statements and formulates projections for revenues and expenditures
- References Federal, State and School Board policies and regulations
- Communicates through written reports and in person with department heads regarding on-going audits, findings of completed audits, and recommendations to correct non-compliance with School Board Policies and regulations and to improve operational efficiency
- Demonstrates continuous effort to improve operations, and work cooperatively and jointly to provide quality seamless customer service
- Assists individuals who perform operational and financial activities with risk assessments and action plans to heighten awareness of major exposures, loss potential, and practical ways to manage these issues relating to their areas of responsibility
- Maintains a working relationship with external auditors; demonstrates high standards of conduct and ethics as well as appropriate judgment, independence, and discretion

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree with major course work in accounting or related field

Experience

Two (2) to five (5) years of progressively responsible accounting and auditing experience

Experience with public entities. Ability to possess the Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of accounting principles (GAAP), auditing standards (GAAS), governmental accounting standards (GASB) and governmental accounting systems
- Ability to interpret and apply School Board Policies and regulations, state laws, and federal compliance requirements
- Review or check the work products of others to ensure conformance to standards, and work cooperatively with other School System employees
- Proficient with MS Office suite of applications; knowledge of modern office practices, procedures and standard office equipment, including desktop PCs

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.