

**PERALTA COMMUNITY COLLEGE DISTRICT - November 30, 2010**

**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**INTERNAL AUDITOR  
(Management Salary Range 2)  
Job Code: 290**

**CLASS PURPOSE**

The Internal Auditor reports to the Vice Chancellor for Finance and Administration, and is an advisor to the Chancellor. The duties of the Internal Auditor shall be those directly related to the operation of the Internal Audit function.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans and directs the district-wide internal audit program; conducts internal audits; examines financial aid records, procedures, operational and accounting systems of the District and college organization units to determine compliance with District policies and government regulations; conducts special audits and studies requested by management or the Board.
- Establishes policies for the auditing activity and directs its technical and administrative functions; maintains audit procedure manuals.
- Develops and executes a comprehensive audit program to evaluate management controls over all financial activities.
- Assists in the development of District policy and procedures related to Finance and Accounting.
- Trains administrators and staff on policy and procedures related to Finance and Accounting; reviews implementation of policies and procedures.
- Examines and reports on the effectiveness of management in safeguarding assets and compliance with established policies and procedures. Prepares written reports of findings and recommends improvements.
- Reviews all reports of examination and related working papers before distribution.
- Transmits copies of reports of internal audits and other pertinent information to the Vice Chancellor for Finance and the Chancellor.
- Prepares and makes presentations for Budget and Audit Committee and other Board standing committees.
- Determines compliance with recommendations of independent auditors and auditors from other Federal, State and local agencies. Provides technical assistance to management and staff.
- Assists outside auditors in their annual audit of the District's financial statements.

**Job Description:** Internal Auditor

- Designs and/or performs special examinations or investigations as appropriate.
- Prepares annual audit schedule of the Internal Audit Department.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Possession of a Bachelor's degree from an accredited college or university in accounting, business, finance, public administration or a related field, including at least 16 semester units of professional accounting courses (including business ethics) or an equivalent combination of training and experience which indicates possession of the knowledge and skills required.
2. Three years of advanced or supervisory professional auditing experience.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

- Possession of an MBA degree from an accredited college or university.
- Possession of a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) certification.
- Familiarity with procedures involved in the auditing of automated accounting systems.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

**Job Description:** Internal Auditor

Revised: 5-23-13