Job Title: Business Systems Compliance Auditor

Posting Date: 9/18/2015

Closing Date: ☒ 10/9/2015
d ☐ Open Until Filled

Job Type: Full-Time

Contract: 7.5 hours/day
252 days/year
12 months/year

Location: Department of Budget and Finance

Pay:
☐ Hourly ☐ In the Amount of: $
☐ In the Range of: $ - $

☒ Salary ☒ In the Range of: $57,065 - $95,663.

Place on Appropriate Grade and Step

Minimum Qualifications

- Bachelor’s degree in accounting, business or related field and experience in auditing, data-mining on-line financial databases, and working knowledge of cash accounting, reconciliation and reporting in accordance with Generally Accepted Accounting Procedures (GAAP).
- Obtained or working towards professional nationally-recognized certifications in the field of accounting/auditing (Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE)), business quantitative analysis, and/or P-Card Program Professional (CPCP) are desired.
- Specific knowledge and experience with P-Card and T&E software programs, is preferred.
- Fraud and forensic experience is preferred.
- Working experience with MS Access or other databases, including on-line database applications is required.
- Experience in performing compliance reviews and fraud audits preferred.
- Knowledge of the principles, procedures, and practices of auditing and business processes involving cash receipt and disbursements, purchasing cards, employee reimbursements, and other related business processes.
- Knowledge of multiple funding sources.
- Skill in analyzing accounting/purchasing transactions and in identifying problems.
• General knowledge of basic survey techniques and data-mining; comprehensive knowledge of research methodology and techniques.
• Excellent analytical and organizational skills, and ability to handle multiple assignments independently and under pressure.
• Knowledge of the organization and business functions of a large public school system, or similar agency, desirable.
• Excellent computer skills and software knowledge including ERP financial management system as well as Microsoft Office Suite software, particularly MS Access and Excel. Working experience in using databases, including web-based financial applications. Ability to maintain computerized records.
• Professional demeanor with the ability to communicate effectively, both orally and in writing. Customer service skills adequate to communicate with all levels of district employees and other professionals.
• Ability to compile and analyze data; ability to conduct research, develop reports and findings, make presentations; ability to interpret and write applicable policies, procedures, and manuals; ability to assist customers with procurement, accounting, and fiscal policies and procedures and laws; ability to track data in an automated system to identify and resolve complex problems; ability to perform complex compliance reviews; ability to use the Internet for assigned tasks and research.

Nature of Position

• Establishes an annual internal audit plan approved by the Chief Financial Officer.
• Reviews and approves district’s credit card transactions, including the purchasing card, travel card, shopping card, etc., for compliance with Federal (grants), State and Local guidance. Through policies and procedures, training, and management reviews provide ongoing skills development, compliance, innovative solutions, and quality customer service for program improvement and best in class attainment.
• Ensures District Credit Card Program Compliance, particularly as it relates to School Board Policy/Regulation DA-R, Management of Funds and NPS procurement policies. Ability to define current and proposed business processes with software tools such as logic and business flow charts.
• Follows up with department managers and/or senior leadership on status of school financial practices and reporting and takes corrective action as required by district policy.
• Provides recommendations for revisions to district/department policies, regulations, and procedures.
• Facilitates training for expense management for travel reimbursement to include training all end users, updates/revisions to applicable forms, training aids and accompanying website, and providing quality customer service in assisting end users.
• Reviews all travel reimbursement requests for approval.
• Conducts special audits as assigned by the Chief Financial Officer and provides written reports in standard industry format.
• Performs other duties as assigned.

To Apply: All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Chief of Staff. Separate applications are required for all administrative positions. Application forms may be secured on the NPS website: www.npsk12.com.
Staffing Contact

☒  Dr. Sharon I. Byrdsong – Chief of Staff – Administrative Personnel
☐  Mandi Cumpston – Human Resources Generalist – Resource and Special Education Personnel
☐  Sonja Hale – Human Resources Generalist – Elementary Education Personnel
☐  Amanda Schilling, M.Ed. – Human Resources Generalist – Guest Teacher Personnel
☐  Frank C. Scott, SPHR – Human Resources Generalist – Classified Personnel

The mission of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:

- Courageous advocacy for all students
- Family and community investment
- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities