

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-1107

Audit Specialist
Job Description

Reports to: Assistant Superintendent of Business and Operations

Status: Exempt

Term: 226 Days

Primary Purpose: Responsible for providing leadership and oversight for internal audit in support of process accountability and safeguarding the district funds, including campus/student activity funds in a variety of areas related to the operation of the District, including budgeted funds, internal accounts and safeguarding district assets.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited institution in Accounting, Business or related field or a Master's in Business Administration
TASBO Certification

Special Knowledge/Skills:

Knowledge of state and federal rules and regulations pertaining to fiscal and performance auditing management
Comprehensive knowledge of financial analysis, cost accounting, and internal auditing practices and techniques
Demonstrate knowledge of audit requirements related to federal grants
Exhibit knowledge of fund accounting
Ability to read and interpret laws, rules, and regulations relating to financial accounting and audit
Ability to work collaboratively with others and facilitate groups to consensus
Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
Ability to effectively use personal computers and programs, including word processing programs, spreadsheets, databases, and auditing software
Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
Knowledge of Skyward Financial Module preferred, but not required
Knowledge of Revtrak webstore module

Experience:

Five years school business experience preferred
2 years banking or accounting experience required

Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Compute and record cash receipt summaries.
6. Initiate funds between TCISD accounts as necessary.
7. Enter all bank wire transfers and submit paperwork to authorized approver to finalize wire transfers.
8. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district and help prepare financial statements.
9. Collaborate with campus/department finance users to account for activity and scholarship funds.
10. Oversee department records retention.
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Other duties as assigned by Assistant Superintendent of Business.

Campus Liaison

13. Collaborate with campus/department finance users to account for activity and scholarship funds.
14. Provide student activity training to all student sponsors and campus staff.
15. Maintain Revtrak webstores for all campuses and provide weekly reports of incoming activity to sponsors and campus administrators.

Auditing

16. Plan, coordinate, and oversee investigative activities to deter, prevent, and eradicate fraud, waste, abuse, mismanagement, and ethical misconduct.
17. Develop, recommend, and implement internal audit programs that evaluate the adequacy and effectiveness of internal controls and test compliance with established policies and procedures.
18. Formulate and prepare audit reports that attest to the effectiveness of managerial controls over the District's assets and finances, facilitate discussion regarding audit reports with appropriate

administrators, and appraise the adequacy of the corrective action(s) taken to improve deficient conditions.

19. Evaluate internal accounting controls over the District's financial operations; and perform substantive tests of financial records, systems, programs, and projects within the District to ensure adherence with Board policy and governmental regulations to safeguard the assets and finances of the District.
20. Conduct annual on-site reviews of each campus's financial operations, procedures, and practices to ensure compliance.
21. Work collaboratively with internal staff, external auditors, and other external agencies, as appropriate to support and participate in investigations of fraud, waste, abuse, ethical misconduct and mismanagement, in accordance with auditing standards.
22. Review account coding and purchasing compliance on all accounts payable disbursements prior to distribution.
23. Audit compliance for all grant expenditures including payroll prior to payment disbursement.

Other

24. Attend at least 16 hours of job-related training each year.
25. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
26. Adhere to rules and regulations outlined by the Board of Trustees, in areas of assignment and help execute policies involving these directives.
27. Work in harmony with supervisors and co-workers.
28. Use professional information discreetly and judiciously.
29. Support administrative policies.
30. Maintain a sincere, friendly attitude toward staff and patrons to ensure communication.
31. Serve on committees, councils, and/or task forces in support of the District's vision, mission, goals and strategic priorities.
32. Monitor and interpret related laws, regulations, and policies to ensure best practices.
33. Maintain confidentiality.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional

reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustivelist of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

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Date _____