



Director II, Internal Audit Department

Position Details

Reference Code: A351

Division: Office of the Chief of Staff

Classification: Professional-Technical

Terms of Employment: Step 43 of the Unified Administrative Salary Schedule,
12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide and oversee all internal auditing and internal control consulting services in the Clark County School District. This position is directly responsible to the Chief of Staff, periodically reports to the Audit Committee of the Clark County School District Board of Trustees, and may report to the Superintendent of Schools.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plan, develop, and direct the audit programs of the District. This includes financial, operational, and compliance audits of all District activities.
2. Cooperate with public accountants and consultants selected by the Board of School Trustees and other audit agencies, assist in their audits of District internal controls, review their findings, and coordinate joint audits.
3. Develop an annual Audit Plan based on audit priorities, effective utilization of available internal audit staff, and risk/benefit analyses of proposed audits. The Audit Plan may be adjusted in response to requests for special audits.

4. Meet periodically with the Audit Committee to discuss the Audit Plan, periodic reports, major ongoing audits, and other matters, as requested by the committee.
 5. Provide the Audit Committee, the Board of School Trustees, and the Superintendent with periodic reports containing summaries of all audits completed and on the status of unresolved findings and recommendations.
 6. Provide assurance to District administration, the Audit Committee, and to the Board of School Trustees that District operations and functions are being carried out in an effective manner and in accordance with applicable policies, regulations, plans, and resources as a result of findings of the independent examinations.
 7. Develop and conduct employee awareness and training programs on internal control practices and procedures.
 8. Perform other duties related to the position, as assigned.
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Position Expectations

1. Demonstrated ability in working in a financial function with a large organization.
 2. Thorough knowledge of auditing and accounting principles and practices.
 3. Ability to effectively and diplomatically work in cooperation with and to interact with District staff at all levels and with outside entities.
 4. Ability to effectively establish and to meet goals and objectives.
 5. Ability to identify problems and causes and to make solid, well-informed decisions.
 6. Ability to consistently perform and react effectively under pressure.
 7. Excellent oral and written skills to clearly and accurately report complex information and sensitive issues.
 8. Strong leadership skills and demonstrated accountability.
 9. Strong innovative skills and creative abilities.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Certified internal auditor and/or certified public accountant designation.

Experience

1. Satisfactory service in a corresponding or related positions, or five (5) years successful supervisory experience related to the administrative position in a financial or business function.
2. At least five (5) years progressively responsible experience within a large corporate or public entity internal audit function.

Preferred Qualifications

Certifications such as Certified Fraud Examiner or Certified Information Systems Auditor.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/24/22
- Created: 12/03/08