

# Coordinator III, Internal Audit

## Position Details

Job Code: U7402

Reference Code: A450

Division/Unit: Office of the Chief of Staff

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for conducting financial, operational, and/or compliance audits of functions within the Clark County School District (CCSD), as well as to provide management-consulting services. This position is directly responsible to the Director, Internal Audit Department, Office of the Chief of Staff.

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## Essential Duties and Responsibilities

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

1. Plans, organizes, and conducts audits of various functions within CCSD in accordance with the standards of the Institute of Internal Auditors (IIA).
2. When functioning as the lead-auditor, supervises and reviews audit work of other auditors.
3. Determines the best method to derive audit evidence such as statistical sampling, data analysis, interviews, benchmarking, etc.
4. Analyzes and evaluates the efficiency and effectiveness of the functions, operations, and control environment.
5. Audits for compliance with regulations, policies, and applicable state and federal laws.

6. Writes audit reports that include recommendations and agreed upon corrective action for any unsatisfactory conditions, improvements to operations, and/or reductions in costs.
  7. Follows-up on corrective action to verify that the intended results are occurring.
  8. When there is suspected wrongdoing, works with the Office of the General Counsel and Police Services; if needed, extends audit procedures, organizes evidence, and provides testimony.
  9. Supervises and evaluates the performance of assigned staff.
  10. Performs other management consulting work, as needed.
  11. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Possess analytical and problem-solving skills.
  2. Possess negotiating skills.
  3. Ability to manage more than one (1) project at a time.
  4. Ability to work independently, exercising judgment, and maintaining confidentiality.
  5. Excellent communication and interpersonal skills.
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## **Position Requirements**

### **Education and Training**

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

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of four (4) years professional audit experience in operational, financial, or compliance audits.
3. Proficient with computer software and mainframe databases.
4. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Management Accountant (CMA), or other relevant certification.
2. Professional experience related to contract or construction auditing.
3. An earned master's degree from an accredited college or university in business administration.
4. Management experience.

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

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## **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, 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: 03/28/24
- Created: 11/24/08