



FINANCIAL SERVICES AUDITOR

BASIC FUNCTION

Under general direction, conduct routine and complex research, studies and investigations to assess the accuracy of school site and district financial records; analyze and audit the effectiveness of controls for district and school financial operations and transactions; develop, design and monitor the implementation of financial internal control procedures; prepare and present trainings related to funds accounting policies and procedures; prepare and present a variety of program related analyses, documents and reports.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan and conduct investigations of district procedures and internal controls to safeguard assets and to comply with legal financial reporting requirements; examine transactions and activities such as cash collections and deposits, authorized disbursements, student body funds, payroll, accounts payable and various fee assessments. “E”
- Confer with stakeholders on the conduct and purpose of audits and desired results; audit district general and student body funds to determine that appropriate accounting procedures on collections and disbursements are followed; identify deficiencies and advise and assist school, accounting and administrative staff on legal and appropriate practices and procedures. “E”
- Interview employees, vendors, district stakeholders and others and examine and review a variety of documents, records, contracts, correspondence and procedures of departments or schools to determine compliance with internal controls, existing regulations and laws and business policies and procedures; identify areas of exposure to risk. “E”
- Analyze and verify financial operating statements, records and procedures including cash, bank statements, student body funds, collections, fees, disbursements, accounts payable and other assets and liabilities; review and analyze entries in journals, ledgers and balances to determine if accepted accounting procedures were followed in recording transactions. “E”
- Develop and/or modify accounting standards and manuals for general accounting and student body funds accounting; organize and document findings of studies and prepare recommendations for implementation of new procedures and systems. “E”
- Monitor the receipt, disbursement and recording of transactions to determine compliance with laws, policies and regulations; research and inquire into possible fiscal reporting irregularities in District activities; prepare reports concerning findings and make recommendations on operations and transactions. “E”
- Participate on cross-functional teams in the development, revision and application of accounting standards for District accounting operations and programs for inclusion in revised accounting policies, procedures, instructions and manuals. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business and educational practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- Develop, design, deliver and participate in trainings, in-services, workshops and meetings related to assigned activities; prepare and present findings to district leaders, stakeholders, community and others on activities and findings; serve on a variety of district and community committees as assigned. “E”
- Create, maintain, monitor and distribute a variety of records, reports, lists and files including confidential materials. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Financial Services Auditor conducts comprehensive audits, analyses and studies of financial accounts and systems to ascertain the reliability and integrity of financial data, to identify discrepancies in accounts and accounting practices, fiscal inefficiencies or irregularities, deficiencies in internal controls, and/or lack of compliance with laws, regulations and District policies and procedures. Employees in this classification serve as adviser to District employees on the appropriate accounting and reporting of financial transactions and document, develop training and recommend corrective actions in accounting and financial recordkeeping and reporting systems.

EMPLOYMENT STANDARDS

Knowledge of:

Generally accepted professional level accounting and auditing principles, practices and procedures.

Financial accounting software and technologies.

Preparation, maintenance and verification of accounting and financial records, statements and reports.

District organization, operations and policies.

Federal, state and county laws and regulations pertinent to public K-12 education financial activities.

Standards established for internal auditing.

Oral and written communication techniques.

Report writing and recordkeeping methods.

Computer and software technologies.

Ability to:

Examine and evaluate the adequacy and effectiveness of District financial controls.

Advise and assist District personnel on accounting, financial reporting and compliance with regulations.

Conduct financial audits, prepare reports and summarize findings both orally and in writing.

Reconcile, balance and audit assigned accounts.

Maintain accurate financial and statistical records.

Compare numbers and detect errors.

Maintain confidentiality of audit records and findings.

Research, compile and verify complex financial data.

Interpret policy and make decisions within a defined set of guidelines.

Communicate clear objectives for assigned programs and activities.

Deliver a high-level of customer service.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative.

Communicate effectively both orally and in writing.

Assure efficient and timely completion of assigned projects and activities.

Develop, lead and participate in trainings, district and community meetings.

Read, interpret, communicate and implement a variety of complex laws, guidelines, initiatives and policies.

Maintain confidentiality and demonstrate discretion, initiative and good judgment.

Operate a variety of office machines, technologies and software.

Education and Training:

A Bachelor’s degree in Finance, Accounting, Business Administration, Public Administration or a related field and licensure as a Certified Public Accountant are required. Certification as a Certified Internal Auditor (CIA), Certified Financial Services Auditor (CFSA) or similar certification is preferred.

Experience:

A minimum of five (5) years as a financial auditor, including demonstrated expertise in the design and planning of financial performance and compliance audits is required.

Experience working in a richly diverse school community and environment is highly desirable.

A Master’s degree in one of the identified fields *and* designation as a CFA, CFSA or similar certification will substitute for two (2) years of the required experience.

Special Requirements:

Positions in this classification may require the use of a personal automobile and possession of a valid driver’s license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment.

Hazards: Frequent contact with dissatisfied or angry individuals.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 29

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Revised December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P