

Position**Internal Audit Manager #CL17-1017**

Internal Audit/Business Operations & Fiscal Services/District Operations Center

**Salary**

2017-2018 Interim Management Salary Schedule

Grade G \$86,186.27 - \$115,503.01/year

Benefits

The District provides excellent medical and dental coverage and life insurance of a minimum of \$50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the Administrative Handbook. Payroll deductions include the California Public Employees' Retirement System and Social Security.

Starting Date: As soon as possible after the offer of employment.**Deadline to Apply:** Monday, August 21, 2017, 5:00 PM**CLASS SUMMARY**

Under general direction, plans, coordinates, and directs the conduct of complex internal operational, compliance, financial and performance audits at locations throughout the district; assists and supports in the development and control of the district's comprehensive internal audit program to provide more efficient and effective use of educational funds through sound fiscal management and the reporting of financial operations; examines and evaluates the adequacy and effectiveness of the district's system of internal control.

REPRESENTATIVE DUTIES

Establish and maintain an internal audit plan and related audit programs for the evaluation of district internal controls; initiate and perform audits of various areas such as fixed assets, financial aid, categorical funding, foundations and auxiliary operations; develop methods and procedures to implement policies and regulations to ensure that the financial activities of the district are in compliance with State and Federal regulations; interpret laws, rules, regulations and policies related to auditing and special investigation functions of the district; audit the integrity of the business, financial and security systems; verify accuracy of enrollment and attendance data by examination of supporting records at the colleges; evaluate and develop manuals for internal control such as cash handling procedures; analyze programs and services and make appropriate management recommendations to strengthen the reliability and integrity of financial information and increase efficiencies; establish and maintain effective working relationships with administrators and staff of the district and other public and private organizations; provide leadership and technical assistance to staff and others.

Review audit findings with appropriate personnel and assist in training staff in the establishment of improved internal controls and adherence to proper measures; perform follow-up procedures to evaluate effectiveness of corrective actions; conduct systematic audits and perform special audits and investigations as directed by management, then prepare detailed audit reports and discuss recommendations if applicable; prepare periodic activity reports on status of audits; assist external independent auditors with their annual audit of the district's financial statements; conduct unannounced audits in areas where cash and other assets require specific safeguards and appropriate internal controls; and perform related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to a designated administrator and serves in a supervisory capacity over assigned employees.

REQUIREMENTS

Bachelor's degree from a recognized four-year college or university with a major in accounting, business administration, economics, finance, public administration, or a closely related field. A valid license to practice as a Certified Public Accountant in California is required. Four years of progressively responsible experience as an auditor with an internal audit department or with a commercial auditing firm with direct experience in planning, organizing and independently performing audit tasks for financial audits, performance or operational audits and internal control reviews. Two years of the required experience must have been in a recent administrative or supervisory position over an auditing program.

Desirable Qualifications

A master's degree in business administration or a related field is desirable. Experience in community college accounting or governmental auditing is also desirable. Knowledge of: principles, theories and practices of auditing and accounting; current trends and developments in auditing and accounting; laws, rules, regulations, policies, practices and procedures pertinent to fund accounting, accounting policies, principles and practices of business and public administration; capabilities of computer applications and hardware in the management of accounting systems. Ability to: plan and organize a comprehensive internal auditing program; conduct investigations into potential cases of fraud or theft; apply accounting and auditing principles and procedures in performing work; analyze data and draw sound conclusions; prepare clear, complete and concise reports; analyze situations accurately and adopt an effective course of action; interpret and administer district accounting policies and procedures;

understand and carry out both oral and written instructions independently with confidentiality and discretion; use a personal computer to prepare reports, correspondence and analyze spreadsheets; communicate effectively and tactfully in oral and written form; establish and maintain cooperative work relationships with those contacted in the course of work. Skills: communicates effectively with employees and management, especially in those matters associated with the management and safeguarding of assets.

Selection Criteria

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience-breadth and depth
- Work experience-breadth and depth
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience working with a diverse socioeconomic community
- Demonstrated ability to work cooperatively with others

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving skills
- Successful performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the online district classified application by the specified closing date for the position at www.rscsd.edu. All materials must be submitted online. A computer which can only access RSCSD employment website and scanner to upload application materials/documents (no USB) are available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday. **Note:** Closed Fridays beginning June 19, 2017 – August 11, 2017.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

- Resume in Word format (Required)
- Cover Letter (Required)
- Unofficial transcripts showing that the minimum qualifications are met (Required)
- Any additional supplemental materials (Optional)

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal records check will be paid for by the candidates.

The District is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, age, sex, gender identity or expression, sexual orientation, or military and veteran status. The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Department for assistance.

Post: Wednesday, July 19, 2017