

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Auditor Analyst	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0510	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Internal Audit	<b>SALARY:</b>	Range 63 Salary Schedule F
<b>REPORTS TO:</b>	Chief Business Officer / Superintendent	<b>BOARD APPROVAL:</b>	12-17-01
		<b>BOARD REVISION:</b>	07-30-09
		<b>CABINET REVISION:</b>	04-16-15

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**BASIC FUNCTION:**

Coordinate and perform complex, advanced-level auditing duties requiring independent judgment and analysis related to internal controls, mandated costs data collection, student attendance, associated student body funds, payroll and various district collected fees/programs and accounts payable claims; coordinate/facilitate external audits.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Coordinate and perform complex, advanced-level auditing duties requiring independent judgment and analysis; collect data related to mandated costs including collective bargaining. **E**

Assist in conducting audit of student attendance records, associated student body financial records, payroll and other district collected fees/programs and accounts payable claims. **E**

Analyze and evaluate internal controls, and perform reviews of internal controls based on risk/need. **E**

Coordinate audits with federal, state, and county agencies and with the external auditing firm selected to perform the district's annual audit; meet with external auditors regarding pre-audit engagement, may accompany auditors during field work, and respond to audit findings. **E**

Examine a variety of accounting documents, records, procedures, purchase orders, and systems of internal control to determine compliance with existing laws, policies, and procedures; assist in identifying potential areas of risk exposure. **E**

Assist school personnel with accounting and reporting procedures, and develop manual and other training aids needed for operational functions. **E**

Perform the following district program audits:

- Procedures and reports pertaining to student attendance. **E**
- Student-teacher instructional minutes. **E**
- Receipt and disbursement of district funds. **E**
- Payroll procedures. **E**
- Student body and Nutrition Services financial records. **E**
- Warehouse procedures. **E**
- Procedures and reports pertaining to Charter Schools. **E**

Make oral and written presentations to management discussing deficiencies, and recommend corrective action to improve operations and efficiency. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to output, update, extract/reformat data; and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations; assist management in the preparation of proposals for collective bargaining. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree with emphasis in accounting or auditing, and six years increasingly responsible experience in accounting or auditing for a large agency.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

- Word ..... 95% Overall Score
- Excel / Access..... 95% Overall Score
- General Accounting ..... 95% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- School district program audits.
- California School Accounting Manual.
- Technical aspects of field of specialty.
- Methods and practices of financial record-keeping.
- Risk assessment.
- State and federal compliance, specifically The State Audit Guide and Consolidated Program Monitoring.
- Financial statements, generally accepted accounting principles, generally accepted auditing standards, and control procedures.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Assure compliance with laws, regulations, and policy.
- Conduct test of program.

- Maintain accurate financial and statistical records.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify financial records, documents, and data; prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and school site environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information, and make presentations; see to read financial and fiscal records and reports; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.

*(Former Title: Auditor Analyst I)*

**NOTE:** This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

**APPROVALS:**

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José L. Banda, Superintendent

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Date

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Carol Mignone Stephen, Interim Chief Human Resources Officer

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Date