

**Contra Costa Community College District
Classification Specification**

DIRECTOR OF INTERNAL AUDIT SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/Managerial	Management/Supervisor	M6	12/01/10	Management	1 of 2

DEFINITION: Under the direction of the Chancellor, the Director of Internal Audit Services is responsible for a comprehensive audit program to provide more efficient and effective use of educational funding through sound fiscal management practices.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Plans, develops, organizes, directs and implements a comprehensive program of audit coverage for management and financial operations of the District to ensure compliance with federal and state agency financial rules and regulations.
- Conducts systematic audits; performs special audits as directed by the Chancellor or the Governing Board; conducts examinations to determine the adequacy of compliance with rules and regulations established by federal and state law, Board Policies, and District procedures.
- Reviews financial documents, such as contracts, invoices, vouchers, requisitions, and related items in compliance with acceptable accounting principles.
- Evaluates internal control systems to determine if established procedures accomplish goals and objectives and comply with rules and regulations; appraises the economy and efficiency with which resources are utilized.
- Reviews safeguarding of assets and verifies existence of assets.
- Reviews and audits circumstances surrounding potential fraud and theft; reports findings to management; makes recommendations for management correction, action, and for improving control systems.
- Reviews and analyzes departmental accounting and record keeping procedures; observes and reviews inventory procedures; suggests changes in forms and procedures to meet departmental and legal requirements.
- Reviews, evaluates and recommends changes to District established policies and procedures that pertain to internal control for financial operation and program compliance.
- Prepares detailed audit reports and discusses recommendations with appropriate management officials; prepares periodic activity reports on status of audits.
- Conducts special studies on a variety of matters at the request of senior management; writes reports, including findings and recommendations.
- Reviews documentation, controls and audit trails in data processing programs.
- Assists in the installation of new accounting methods and systems.
- Assists outside independent auditors with their audits.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, practices and methods of governmental accounting and auditing; standards for the Professional Practice of Internal Auditing; laws and ordinances regulating public finance and accounting; accounting system design, procedures and methods for insuring internal controls.

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

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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; 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.

Education/Training: Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

Experience: Five years of responsible professional accounting and auditing experience.

License: Possession of, or ability to obtain, a valid California driver's license.
Current Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) certificate.

Approved 3/97; Revised 12/1/10.