

## DEPUTY INSPECTOR GENERAL, AUDITS

### DEFINITION

Assist the Inspector General in planning, directing, organizing, and managing the activities and functions of the Office of Audits. Supervises, coordinates, and conducts complex and sensitive audits of District programs, operations, and contracts.

### TYPICAL DUTIES

Manages the Office of Audits.  
Keeps the Board of Education and Superintendent informed on audit-related matters.  
Signs and issues audit reports and other audit products as delegated by the Inspector General.  
Makes presentations at Board and Committee meetings.  
Participates in training programs for District staff.  
Establishes goals for the Office of Audits and monitors the progress of the Office toward achieving the goals.  
Serves as a principal advisor to the Inspector General on audit matters.  
Plans, organizes, and directs extremely difficult, complex, and sensitive audits of District programs, operations, and contracts.  
Oversees auditors engaged in auditing District programs, operations and contracts relative to various District-wide activities.  
Provides professional advice, consultation, and guidance and recommends appropriate actions to correct noted deficiencies in the program, operation, contract, or function being audited.  
Ensures the protection and storage of all information concerning audits consistent with the policies of the Public Records Act and the Privacy Act.  
Directs and reviews the supervision and training of the audit staff.  
Ensures each subordinate auditor maintains audit files in accordance with internal operating procedures.  
Analyzes and reviews all final audit reports to ensure compliance with directives, standards, and guidelines.  
Serves as an official liaison for the Office of the Inspector General on auditing matters with federal, State, and local audit organizations as well as the District's external auditors.  
May conduct in-service programs for District personnel regarding fraud prevention and awareness programs.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Inspector General, Audits plans, directs, organizes, and manages the functions of the Office of Audits.

The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.

The Inspector General directs and manages audits and investigations.

An Audit Manager assists in administering the District's internal auditing program and directs complex and sensitive audits of financial and operational functions.

## SUPERVISION

General direction is received from the Inspector General. General supervision is exercised over subordinate professional auditors and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Fundamental principles of accounting and auditing
- Laws, rules, regulations, practices, and procedures pertaining to accounting and auditing
- Principles of supervision, training, and performance evaluations
- Methods and models for improving accounting and financial systems
- Current trends and developments in auditing and accounting

### Ability to:

- Direct, evaluate, and train a professional staff
- Analyze and interpret accounting data
- Write clear and concise narrative audit reports
- Establish and maintain effective working relationship with District personnel and the public
- Formulate and express ideas clearly and concisely in written reports and oral presentations
- Plan, organize, schedule, and direct the work of others

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in accounting, business management, public administration, or a related field is required. Possession of a Certified Public Accountant or a Certified Internal Auditor certificate is preferable.

### Experience:

Five years of professional-level auditing or accounting experience, including two years of supervisory experience.

### Special:

- A valid California Driver License
- Use of an automobile

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
12-12-2016  
SD