



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Auditor

QUALIFICATIONS:

- High School Diploma or GED
- Hold or qualify for Auditor Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

SUPERVISOR:

Director of Finance/Treasurer/Chief School Business Official

CLASSIFICATIONS:

AUDITOR: Personnel employed to examine and verify accounts of individual schools and to assist schools and school personnel in maintaining complete and accurate records of their accounts.

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.

3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

DUTIES AND RESPONSIBILITIES:

1. Assist in the analysis of transactions and activities in order to improve efficiency, productivity and performance of the district and to disclose and prevent inefficiencies.
2. Serve as internal auditor in performance and compliance audits of Individual Schools of Grant County Board of Education.
3. Assist in monitoring the business function of the district and reporting all material findings and preparing appropriate recommendations for corrective actions. This is achieved by reviewing the system of internal controls in order to determine whether they are adequate and to ensure the following:
 - Assets are properly safeguarded and utilized effectively and efficiently
 - Financial transactions are properly recorded, summarized and reported
 - The district is adhering to all laws and regulations
4. The Auditor is responsible for:
 - Notifying the Director of Finance of internal control weaknesses
 - Making audit recommendations to correct these weaknesses and discussing both the problems and the solutions
 - Evaluating the adequacy of corrective action suggested
 - Reporting the results of the corrective actions to the Superintendent and the Board of Education
 - Maintaining all financial records/documentation for all audits and reviews performed
5. Protect confidentiality of records and information gained as part of exercising duties and use discretion in sharing such information within legal confines.
6. Perform other tasks and responsibilities as required by the above qualifications or such alternatives as the Superintendent or the Board of Education may find appropriate.
7. Other duties as assigned by the supervisor or superintendent of Grant County Schools.

PERFORMANCE EXPECTATIONS:

1. Responsible for maintaining current and accurate knowledge of the West Virginia laws and regulations as the relate to the accounting practices and procedures performed by the Finance Department and its school assigned subsidiaries.
2. Act in concert with the Principals at each individual school location as the liaison between the school secretaries and the Department of Finance in regards to school accounting issues.
3. Observes assigned work schedule, maintains punctuality and accuracy for all work in the department, complies with and reviews county/school policies, proper accounting practices, and completes tasks assigned with minimum supervision.

4. Maintains, updates, and administers reports from WVEIS as required.
5. Follows Grant County Employee Code of Conduct.

PUBLIC AND EMPLOYEE RELATIONSHIP:

1. Employee shall demonstrate tact and self-control in addressing issues brought to the Finance Department through any means.
2. Employee shall maintain and increase their knowledge of and use of the following:
 - WVEIS
 - Federal and State Employment Laws and Regulations
 - Software used in the administration of the Grant County Schools accounting functions
 - Individual School Accounting Software
3. Employee is expected to travel to State and other meetings and conferences at various times of the year throughout the State of West Virginia for various trainings related to Duties, Responsibilities, and Performance Expectations and Standards as noted above.
4. Employee must exhibit an unbiased attitude toward the fulfillment of the goal/initiatives of Grant County Schools and the Finance Department.
5. Employee must act as an agent of Grant County Schools in all matters of communications and services provided by the Finance Department.
6. Employee must be willing to adjust work hours to meet the needs of the department, the assigned duties of the job, or the direction request by the Superintendent and/or Immediate Supervisor.
7. Employee must reconcile all payroll issues and inform Director of Finance of all results.
8. Employee will perform other tasks as assigned by the Director of Finance and/or the Superintendent of Schools.

EVALUATION:

Performance on this job will be evaluated in accordance with School Laws of West Virginia and the Grant County Schools' policy.