

BIG WALNUT LOCAL SCHOOL DISTRICT
JOB DESCRIPTION
(DRAFT)

Position: Internal Auditor for Fiscal Operations

Reports to: Treasurer

Job Goal:

To assist the office of the treasurer in the day-to-day operations of the school district fiscal office, and to work to improve efficiency of the overall function of the department.

Qualifications:

- Minimum of an Associate's Degree in accounting, business management or related field
- Five years or more experience in one of the following:
 - Government accounting
 - Experience in a school setting, public sector, governmental environment
 - Other related fields
- Staff management experience is required
- Alternative qualifications as the Treasurer deems appropriate

NOTE: *The list below is not ranked in any particular order of importance.*

Essential Functions and Expectations

- Assist in the fulfillment of Public Record Requests (PRR) in a timely and accurate manner
- Complete the reconciliation of all monthly payroll functions
- Process weekly employee kiosk/absence management issues, including attendance integration
- Complete monthly reconciliation of employee leave requests
- Successfully assume all staffing assignments through cross training, including payroll systems
- Effectively communicate with all staff, parents, and community when necessary
- Successfully work with human resources to meet necessary deadlines
- Assist in budget development and projections
- Process timesheets for classified staff
- EMIS staff reporting responsibilities
- Responsible for Section 125, COBRA, staff insurance, and FMLA/leave of absence management
- Models confidentiality and non discriminatory practices in all activities
- Employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district
- Performs all duties as assigned by the Treasurer/Designee

Terms of Employment

260-day work calendar, administrative level II salary and benefits established by the Board of Education

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s).