



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director, Compliance and Internal Auditor
Payroll/Personnel Type:	12 Month
Job #:	8857
Reports to:	Superintendent
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$140,000

Position Summary:

The Director of Compliance and Internal Auditor is responsible for providing independent, objective assurance and consulting services designed to add value and enhance St. Louis Public Schools' (SLPS) performance. This role evaluates operations for compliance with board policy, administrative procedures, government regulations, and local, federal, and state laws. The position also assesses financial and managerial controls and other risk areas to help SLPS operate more efficiently and effectively. Additionally, the director investigates claims of fraud, waste, and abuse of district resources. Reporting administratively to the Superintendent and functionally to the Board of Education, this role plays a critical part in ensuring SLPS adheres to high ethical and operational standards.

Essential Functions:

- Develop and implement policies and procedures aimed at preventing and detecting violations of laws, regulations, and district policies.
- Design, execute, and monitor SLPS's internal compliance and audit plan, prioritizing high-risk areas.
- Coordinate internal audit and compliance activities across the district.
- Regularly report to the Audit Committee on the status of compliance and audit plans.
- Oversee follow-up actions on audit recommendations and compliance issues to ensure timely resolution.
- Provide advice, assistance, and recommendations to district leadership, the Superintendent, and the Board of Education on compliance and audit matters.
- Investigate significant fraudulent activities and report findings to management, the Audit Committee, and the Board.
- Perform consulting services, including policy development, process design, training, and advisory functions, to help management meet organizational objectives.
- Stay current with legal, regulatory, and policy changes, ensuring SLPS compliance with updates.
- Coordinate additional technical services, such as external audits, when necessary.
- Lead special projects and perform other related duties as assigned.

Knowledge, Skills, and Abilities:

- Demonstrated integrity, sound judgment, confidentiality, and professionalism.
- Strong understanding of federal and state laws, regulations, and policies governing public schools.
- Expertise in risk assessment, fraud prevention, and development of compliance-related policies and procedures.
- Strong analytical, problem-solving, and critical thinking abilities, with effective communication skills for all levels of management and external stakeholders.



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- Proficiency in written and oral communication, with the ability to explain complex regulations clearly.

Experience:

- Seven (7) to ten (10) years of experience in public education, with a focus on compliance and/or internal audit activities, including leadership responsibilities.

Education:

- Master's Degree in business administration, finance, accounting, education, law, or a related field (preferred).
- Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) designation preferred but not required.

Physical Requirements:

- Must be physically able to operate a motor vehicle.
- Ability to exert up to 10 pounds of force occasionally and a negligible amount of force frequently to move objects.
- Light physical activity, including walking or standing for extended periods, may be required.

Working Conditions and Environment:

- Work is typically performed in an indoor office setting.
- Limited exposure to physical risk or environmental hazards.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.