



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

Position Summary:

Responsible for providing an independent, objective assurance and consulting activity designed to add value and improve St. Louis Public Schools overall performance. The role of this position is to evaluate and assess operations for compliance with board policy, administrative procedures, government regulations and local, federal and state laws. This position will also evaluate finance, managerial controls and other risks to help the school district operate more efficiently and effectively and will assist with the investigation of any claims for fraud, waste and abuse of district resources. This position reports administratively to the Superintendent and functionally to the Board of Education.

Essential Functions:

- Formulates and communicates policies and procedures for the prevention and detection of violations of laws, regulations and district policies and procedures
- Plans, develops, executes and monitors the Districts' formal internal compliance and operational audit plan based on prioritization of highest risk areas
- Coordinates all operational audit and compliance activities within the district
- Reports the status of the compliance and operational audit plan on a regular basis to the Audit Committee
- Oversees timely follow-up on recommendations for all audits and any compliance issues
- Provides timely advice, assistance and recommendations to district leadership, the Superintendent and members of the board
- Assists in the investigation of significant suspected fraudulent activities within the organization and notifies management, the Audit Committee and the board of the results
- Performs consulting services to assist management in meeting its objectives, including facilitation, process design, policy development, training and advisory services
- Stays current and knowledgeable of all rules and regulations and any updates or revisions
- Contracts for additional technical services when and if required
- Performs special projects and related duties as required

Knowledge, Skills, and Abilities:

- Must possess high level of integrity, use mature judgment, respect confidentiality and act in a professional manner at all times
- Must have strong understanding and knowledge of the laws and regulatory environment for public schools at state and federal level and ability to interpret and explain regulations
- Must possess knowledge of business risk assessment, fraud prevention and detection, best practices and development of policies and procedures



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- Must possess strong analytical and problem-solving skills and the ability to work and communicate effectively with operational levels of management both inside and outside the school District
- Must demonstrate strong written and oral communication skills

Experience:

- Seven (7) to ten (10) years of public education experience including experience in leading a wide variety of compliance and/or internal audit activities

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) desirable but not (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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



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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.