
Internal Auditor Job Description

About Dayton Public Schools

Dayton Public Schools (DPS) is situated in the 4th largest metropolitan area in Ohio and serves approximately 12,500 students in 27 preschool, elementary, middle, and high schools. Known as the Birthplace of Aviation, Dayton has a long history of innovation, and a rich higher education community including Central State University, Wilberforce University, Sinclair College, Wright State University, and University of Dayton, all nearby. We are also proud of our arts and culture scene, and we boast over 16,000 acres of outdoor recreation including parks, hiking trails, and open green spaces. Our district spans 49 square miles and has approximately 2,300 dedicated staff. Students attending Dayton have benefited from a rich athletic history, one-to-one technology, the College Credit Plus Program, Challenging Learning Centers, and the expansion of Project Lead the Way and STEM programming. The mission of DPS is to equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.

About the Internal Auditor Position

The seven-member Board of Education of the Dayton Public Schools is seeking an objective Internal Auditor to add value and improve our operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes. This position will report administratively to the Board and functionally to the Finance Committee of the Board. This is one of four (4) key leadership positions that report to the Board of Education including the Superintendent, responsible for academic success, the Business Manager, responsible for operations, and the Treasurer, responsible for Finance and Accounting. The Internal Auditor must be a results-oriented self-starter with demonstrated knowledge and experience in accounting, auditing, and compliance.

What You'll Do (Responsibilities)

Determine the internal audit scope and cycle and develop and execute the internal operational, financial, performance, compliance, and electronic data processing audit plan for the district

- Prepare a comprehensive, long-range program of audit coverage identifying those activities subject to audit, evaluating their significance, and assessing the degree of risk inherent in each activity.
- Conduct performance, financial, and compliance audits of the District's departments, positions, programs, and activities to evaluate the necessity and effectiveness of them to improve district operations.
- Analyze various activities and programs to ascertain whether they comply with Board directives and applicable federal, state, or local laws and regulations.
- Provide clear and concise audit reports, identifying any findings and outlining recommendations and resolutions, within a reasonable timeframe.
- Study policies and procedures and compare the district's written rules and expectations to the actual operations, practices and activities.

Evaluate risk and ensure compliance with applicable laws, policies, and procedures and recommend appropriate controls to the Board and district leadership.

- Develop and drive new, innovative practices that significantly minimize risks or improve compliance with legal/financial reporting requirements.
- Build and maintain a working relationship with the State Auditor's office, and help with the preparation and support of a state audit.

- Manage the fraud investigations email account/phone hotline and coordinate and oversee investigative activities to detect, deter, prevent, and eradicate fraud, waste, abuse, mismanagement, and ethical misconduct.

Partner and collaborate with the district’s leadership team to understand and assess the footprint of the district and support efficient and effective operations and financial management strategies

- Consult with and provide organizational and management assistance to other departments to streamline and better serve the students of Dayton Public Schools.
- Work closely with the Treasurer to increase the financial efficiency of the district.
- Research laws and regulations, ensuring compliance with all federal, state, and local requirements.
- Support special projects around internal control and process improvements.
- Provide ad-hoc support to re-engineering or investigative activities of other departments upon request.
- Serve as a liaison with the Finance Committee of the Board of Education.

What Skills You Need to Be Successful (Competencies)

Strategic Planning and Effective Execution

- Exhibits outstanding critical thinking skills, including the ability to review data, identify trends, pinpoint problems and root causes, ask probing questions, and develop innovative solutions.
- Operates at a micro and macro level, and balances the overarching goals of the district’s audit plan with the detailed steps to execute on the plan and priorities in a timely manner.
- Possesses a deep understanding of systems-level operations, finance, accounting, management, and organizational design.
- Exhibits a strong focus on goals, accountability, and results; sets clear metrics for success.
- Monitors progress and demonstrates discipline and persistence to overcome obstacles to achieve goals outlined in the audit plan.
- Fosters a culture of innovation, creativity, and continuous improvement in order to empower staff to contribute their ideas and solutions.

Strong Communication and Collaboration

- Communicates effectively, tailoring messages for the audience, context, and mode of communication.
- Builds trust among board members, staff, and other stakeholders to efficiently evaluate key areas of the district.
- Leads with empathy and humility; listens to understand, and seeks feedback to improve communication and relationships.
- Navigates politically complex structures, relationships, and dynamics to challenge ideas and enable thoughtful decisions and positive outcomes
- Maintains visibility and works collaboratively with diverse stakeholders at all levels.

Strong Judgment and Decision-Making

- Sets, models, and holds self, others, and the organization accountable to high expectations for results.
- Exercises professional judgment, maintains appropriate confidentiality, accepts responsibility, and leads by example.
- Analyzes complex, nuanced data from multiple angles, exercises judgment in making decisions, and communicates the implications to diverse audiences.
- Exercises intellectual curiosity and judgment to effectively influence and challenge the status quo.
- Navigates complex environments and acts with integrity, honesty, transparency, and courage in the best interest of students.

Minimum Qualifications

- Bachelor's degree in accounting, finance, public administration, or a related field. Master's degree in business or accounting preferred.
- A minimum of two (2) years experience in public accounting, plus experience in leading and conducting audits.
- Able to meet the requirements of ORC 3319.06. Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or other relevant professional certifications preferred.
- Extensive knowledge of auditing techniques, auditing standards, and procedures, laws, rules, and regulations.
- Proficient in using audit software and Microsoft Office Suite.
- Understands the complexity of education systems and/or state government.
- Exceptional written, oral, and visual communications skills and a desire to develop and maintain deep relationships with a variety of diverse constituents.
- Successful experience working in diverse economic, multicultural, and multilingual communities and environments. Proven cultural-competence skills with a history of inclusive and relevant equity practices.

Salary and Benefits

The salary range for this integral leadership position is between \$95,000 to \$125,000 and is commensurate with prior experience. In addition, a comprehensive benefits package will be included in the ultimate offer for the identified sole finalist. We look forward to discussing details with you as the interview process progresses.

The Dayton Public School District provides equal educational and employment opportunities for all people without regard to race, gender, ethnicity, color, age, disability, religion, national origin, creed, sexual orientation, or affiliation with a union or professional organization.

How to Apply

Alma Advisory Group is honored to support the Dayton Public Schools on this search. Qualified candidates for the position should submit a letter of interest tailored to this opportunity and a resume that clearly demonstrates the aforementioned qualifications to the application website at <https://apply.workable.com/almaadvisorygroup/j/D6576FF9DB/>.