



## Director of Audits and Analysis

Management Range: 17

Board Approved: 09/09/2021

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under direction of the appropriate administrator, the Director of Audits and Analysis is responsible for all areas related to District-wide external and internal audits and analysis and interpretation of complex data. The Director of Audits and Analysis conducts independent appraisals of the financial records, procedures, operational and accounting systems of the District and organizational units to determine compliance with District policies, standards and governmental regulations. Train, supervise and evaluate the performance of assigned personnel and other related duties.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Develops, plans, organizes and directs the district wide internal audit program
2. Coordinates all external audits and serves as liaison between external auditors and departments; assists managers in resolving audit findings and making appropriate operational improvements.
3. Assist in the preparation and auditing of District financial reports; assists in directing the closing of the fiscal year and plans and coordinates the annual contracted audit of fiscal operations and activities
4. Reviews various financial reports for completeness and accuracy before submitting same to federal and State agencies.
5. Makes recommendations to the appropriate administrator(s), in responding to independent auditors report including suggestions for taking corrective actions.
6. Reviews and appraises the District systems of internal control and recommends improvements wherever needed to strengthen internal control. Performs audit of electronic data processing systems and participates in planning further computerization particularly by making suggestions to strengthen internal audit capabilities.
7. Audits District operations for compliance with federal, State, and District rules and regulations. Performs special audits, unannounced audits, and projects as assigned.
8. Conducts financial audits to ascertain conformity with generally accepted accounting principles and generally accepted governmental accounting standards.
9. Conduct District operational audits to review the effectiveness and efficiencies of such operational units or processes. Provides technical advice, training, and information to appropriate administrators to ensure optimal level of operations.
10. Reviews internal audit findings with departments being audited, and prepares and presents the audit report to appropriate administrators. Provides technical advice, training, and information to appropriate administrators.



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11. Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
12. Assists in the implementation of any new compliance and accounting procedures. Interprets, applies, and assures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
13. Studies, on a continuing basis, changes in federal and State laws, regulations, and compliance reviews and brings new developments to the attention of appropriate District.
14. Supports the appropriate administrator with special projects and workflow process improvements.
15. Provides leadership in new and emerging technologies in support of fiscal services.
16. Participates in the development of goals and objectives as well as policies and procedures to support district operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
17. Measure the financial and operational performance of the institution and report this information in ongoing reports to management.
18. Conducts a variety of organizational studies, investigations, and operational studies, prepares various financial analyses for management; recommends modifications as needed.
19. Prepares, reviews, and analyzes a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data and participates in the preparation of reports and recommendations.
20. Audits, analyzes, and reconciles a variety of accounting, financial, and statistical records, ledgers, logs, and files; reviews information to ensure accurate reporting; identifies and resolves discrepancies and corrects errors.
21. Performs account analysis for categorical programs; collects and compiles data and information; audits all categorical fund program claims and reports; analyzes and reconciles data for accuracy.
22. Performs a variety of complex and technical budget analysis; compiles and analyzes data, prepares financial, budgetary and statistical studies and reports.
23. Assists with monitoring of District finances; recommends corrective actions.
24. Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical duties for a variety of district operations and services.



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### **QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles and practices of accounting as related to a community college district.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Principles and procedures of record keeping and internal control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)
- Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

- Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.
- Analyze and solve problems
- Understand financial reporting and general ledger structure
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Analyze and interpret computerized data reports.
- Plan and organize work to meet changing priorities and deadlines.
- Select, train, and evaluate staff.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education/Training:**

- A Bachelor's degree from an accredited college or university with major course work preferable in accounting, business administration or a related field.

#### **Experience:**

- Four (4) years of increasingly responsible experience in general accounting, financial analysis, or internal or external auditing.

#### **Preferred Experience:**

- One (1) year at a managerial/supervisory level.



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### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.