

# DECATUR CITY SCHOOLS


Office of Human Resources

212 FOURTH AVENUE, SE  
DECATUR, ALABAMA 35601  
www.dcs.edu



PHONE (256) 552-3000  
Email: Yvette.Evans@dcs.edu

## MEMORANDUM

TO: All Personnel  
FROM: Yvette Evans   
DATE: August 31, 2023  
SUBJECT: **Internal Auditor Vacancy**

The following position is open and will be filled by the Decatur City Board of Education:

### DECATUR CITY SCHOOLS

**Internal Auditor  
(7.5 hrs./12 months)**

**OPEN UNTIL FILLED**

Persons interested in the above position should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: [www.dcs.edu](http://www.dcs.edu) entitled "Jobs."

Once you have completed your online application, to be considered for a certain job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

**NOTE:** You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

## **DECATUR CITY SCHOOLS**

### **JOB TITLE: Internal Auditor**

**SUMMARY:** Provides support to school system with specific responsibility for ensuring that overall fiscal policies, practices, and/or regulations meet compliance requirements; completes audits and reviews of district processes, procedures and financial records; develops and monitors internal controls.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conducts audits of all Local Schools, Child Nutrition Program, and other financial records as deemed necessary.
2. Conducts monthly reviews of all Local School financial records, including the financial statements and bank reconciliation reports.
3. Conducts review of all Local School budgets.
4. Collaborates with other staff members, school staff, independent audit staff, state agencies, etc. for the purpose of responding to questions with fund audits and/or preparing, manuals, policies and procedures for use by district personnel.
5. Prepares a variety of reports, documents, and other written materials (e.g., concise statistical, analytical reports, detailed audit findings, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
6. Provides assistance to bookkeepers and principals (e.g., conducting meetings regarding school activity procedures, accounting practices and procedures, software, etc.) for the purpose of responding to questions and communicating updates to policies and procedures.
7. Researches discrepancies of financial information and/or documentation for the purpose of reaching resolution, ensuring accuracy of data, and complying with established procedures.
8. Reviews district internal processes and controls for the purpose of ensuring financial information is properly processed, reported, and safeguarded.
9. Researches and reviews State and Federal laws, Attorney General Opinions, and State Ethics Law to establish, write, and implement guidelines and policies that ensure the system's compliance.
10. Prepares and issues competitive bids.
11. Reconciles bank accounts for the central office.
12. Trains bookkeepers and payroll coordinators in all aspects of their job descriptions.
13. Assists in maintaining inventory of district assets.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned

#### **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree (BS) from 4-year College or University in job related area required. Master's degree in related area or CPA preferred.

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### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public

### **MATHEMATICAL SKILLS:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to bend, stoop, squat, climb stairs, crouch, kneel and balance.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually quiet.

### **DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.



DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule H6**  
**Internal Auditor/ Inventory Coordinator**  
**12 Months, 7.5 Hours**

Step	
0	64,121
1	64,704
2	65,286
3	65,867
4	66,450
5	67,031
6	67,615
7	68,779
8	69,943
9	71,108
10-12	72,272
13-15	73,437
16-18	74,601
19-20	76,930