



Job Information

Job Title: <i>Chief Auditor</i>	
Pay Grade: 14	Pay Range: \$99,312 - \$144,347
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>
Office: <i>Office of Accountability & Efficiency</i>	Reports To: <i>Senior Director - OAE</i>

Position Summary/Purpose:

The Chief Auditor position resides in the Office of Accountability and Efficiency and is responsible administratively to the Senior Director, Office of Accountability and Efficiency and functionally to the Milwaukee Board of School Directors. This position is exempt from City Service as well as bargaining unit representation and serves at the will of the Milwaukee Board of School Directors. Under the Senior Director, the Chief Auditor is primarily responsible for fiscal, legal, management practices and performance audits of district programs and operations; as well as for planning, organizing, directing and managing a professional staff of auditors and for contracting with outside auditors as necessary.

Essential Functions/ Core Competencies:

Audit Oversight and Management

- Oversees and manages all aspects of financial/compliance, performance, operational, and compliance audits.
- Defines audit objectives, scope and methods used to conduct analysis and evaluation.
- Conducts or assigns audit field work including workpaper preparation and report writing.
- Ensures audit activities align with the annual audit plan and professional auditing standards.

Audit Planning and Execution

- Plans, organizes, leads, and directs audit projects.
 - Assigns audit team members and provides ongoing feedback, coaching, training, and performance evaluations.
- Directs and coordinates the district's Year End Audit (Financial, Internal Control, and Membership) with external auditors.
- Prepares and presents an annual audit plan for Board approval.

Compliance and Training

- Administers training programs and ensures compliance with Government Auditing Standards and Association of Local Government Auditors (ALGA) requirements.
- Ensures the district complies with federal, state, and Wisconsin Department of Public Instruction statutes, policies, rules, procedures, and guidelines.
- Obtains ALGA certification for audit operations, procedures, and reports, ensuring Full Compliance or Pass Peer Review opinions.
- Participates in and prepares for ALGA Peer Reviews.

Risk and Control Management

- Directs and coordinates the Annual Risk Assessment process and reports results to the Board of School Directors.

- Affirms the adequacy of internal controls to external auditors in collaboration with district management.
- Oversees investigations related to the Fraud Hotline and prepares the Annual Report for the Board of School Directors.

Staffing and Supervision

- Determines staffing needs and facilitates the recruitment process, including interviewing and selecting new employees.
- Recruits, trains, and supervises audit staff.

Communication and Collaboration

- Establishes cooperative relationships with other district administrators to gather information and work collaboratively to produce audits which accurately reflect district operations and comply with Board rules, policies, and procedures.
- Consults with the Superintendent and district administration regarding operations and follow-up actions on specific reports concerning Board policy, administrative procedures, and accounting procedures.
- Assists district administration and law enforcement agencies in resolving confidential investigations.
- Assists the Senior Director with other Board or office activities as required.

Reporting and Documentation

- Ensures the completion of all audit reports forwarded to the Board for consideration and action.
- Prepares analysis or special reports regarding public policy, management practices, or other topics as assigned.

Marginal Functions:

- Conducts other duties as assigned.

Job Requirements:

Education Requirements:

- Master's degree or equivalent in business administration, public policy or a closely related field.
- Professional certifications such as CPA, CFE, or CIA are highly preferred.
- At least five to ten years of experience as an audit manager or audit director in the public or private sector.

Experience Requirements:

- Extensive knowledge of and ability to creatively evaluate and apply educational program analysis, operations research techniques, policy analysis, program planning, statistics, quantitative analysis, budgeting, and management controls systems.
- Significant experience in both financial/compliance and performance auditing, with an emphasis on performance auditing.

Knowledge, Skills and Abilities:

- Working knowledge of Electronic Data Processing (EDP) concepts and data mining techniques.
- Ability to effectively supervise a professional team of auditors and assist them in the preparation of their research.
- Effective technical writing skills.
- Ability to work efficiently under pressure.
- Fundamental understanding of educational programs and public administration hierarchy.
- Effective communication, team-building, and supervisory skills.
- Experience in performing or participating in audit peer reviews.

Working Environment:

- *General office environment.*
- *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

Physical Demands:

- *General office environment, must be able to handle light lifting and occasional standing, bending.*

Equal Opportunity (Standard Language – DO NOT CHANGE)

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.