

EDUCATION PROGRAM AUDITOR I

This is professional level work involving the auditing of educational entities to ensure reporting practices, procedures, and program classification is in compliance with laws, agency policies, and program guidelines. The employee conducts audits both individually and as part of a team of auditors. The employee will also provide consultation to educational entities by interpreting and clarifying applicable General Statutes, agency policies, and general reporting requirements. This employee also makes presentations concerning audit issues to local groups of education staff as requested by educational entities and/or agency staff.

Employee independently completes audits of assigned educational entities, assists with larger team audits, develops audit reports noting findings for each audit conducted, and presents audit findings to college presidents and other senior staff. Laws, regulations, administrative memorandum, program guides, and previous audit reports guide the employee's work. Higher-level assistance is required only for problems of an unusual nature, sensitivity, or situations lacking precedence.

Work is performed under general supervision with latitude for the exercise of independent judgment and is reviewed periodically through reports and meetings with the Education Program Auditor II and the Director. Both the Education Auditor II and the Director review work for thoroughness and accuracy of recommendations.

I. DIFFICULTY OF WORK:

Variety and Scope – Work assignments include performing audits on a variety of programs within a community college to ensure funds are allocated appropriately based on curriculum requirements. Differing curriculums and courses may have different requirements and funding allocations. Employees develop audit reports detailing findings and forward the reports to the Director of Education Programs for review and approval. Audit findings may impact other community colleges and/or the entire community college system. Employees may also provide consultation to staff at assigned community colleges regarding reporting requirements, policy interpretation, and funding requirements.

Intricacy – Employees are involved in all curriculum areas within a community college with differing policies, procedures, and laws pertaining to funding.

Subject Matter Complexity – Work requires considerable knowledge of the audit process and community college programs and operations. Employees utilize subject matter knowledge as well as program policies, procedures, regulations, precedents, and directives in completing audit activities.

Guidelines - Employees utilize agency policies and procedures, State Board directives, state statutes, and applicable federal statutes requiring interpretation and application to address specific issues. The audit process is standardized, with periodic revisions made by the Education Program Director.

II. RESPONSIBILITY

Nature of Instructions - General instructions are provided as to goals, problems expected, and time frames. Employees consult with Education Program Auditor II positions with problems or unusual concerns during the audit process. Daily audit work is carried out with considerable independence.

Nature of Review - Work is reviewed upon completion of audits, or in the case of large audits, work is reviewed at completion of major phases. Complex problems encountered in audits are solved with the Education Program Auditor II and/or Director of Program Audits.

Scope of Decisions – Audit findings may impact a singular program or may impact the entire community college; findings may potentially have impact on how specific programs are funded system-wide.

Consequence of Decisions – Incorrect audit findings may lead to reduced funding within a community college, which may impact on program and course availability, number of faculty, and the ability of the community college to achieve its mission.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employees work with Community College staff, including administrative managers as well as System Office staff.

Nature and Purpose – Employees primarily are involved with gathering information and data for the audit and conveying audit findings.

OTHER WORK DEMANDS:

Work Conditions - Work is usually conducted in a normal office setting.

Hazards - There is no exposure to unusual hazards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities – Thorough knowledge of state laws and regulations regarding community colleges and proprietary schools; general knowledge of institutional financial processes, computer applications and software and records/registration systems; skill in communicating effectively in oral and written form; ability to establish and maintain effective working relationships with persons contacted in the course of work; ability to interpret and explain procedures used in the audit examination; and ability to plan and coordinate audit activities.

Minimum Training and Experience - Graduation from a four year college or university with a degree in education, business or related field and two years of experience in public education which is specifically related to assigned work; or an equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.