

Job Title: Staff Auditor
Work Year: 261 Days
Department: Internal Audit Department
Reports To: Internal Auditor
Salary Range: APT 2

[View the APT salary scale](#)

[Visit our interactive map](#) where you can find out more information on each individual school, such as highlights, school data, demographics and more.

[Aurora Public Schools Compensation and Benefits](#)

Summary:

The Staff Auditor supports the Internal Auditor in executing the District's Audit Plan by conducting financial, operational, and compliance audits of schools, offices, departments, and programs. This position evaluates and appraises district operations to assess adherence to policies and procedures, reviews financial records for reliability, analyzes operational efficiency, and evaluates progress toward achieving goals. The Staff Auditor provides valuable insights, actionable recommendations, and reasonable assurance to management through independent and objective assessments while maintaining strict confidentiality.

Essential Duties and Responsibilities

Daily	35%	Conduct assigned audits from the annual work plan, including on-site visits, by analyzing operations, documenting findings, and communicating results. Ensure all audits are completed within prescribed timelines and budget constraints, in adherence to professional audit standards, quality expectations, and ethical guidelines. Handle sensitive information with the highest level of confidentiality and professionalism, maintaining integrity throughout the audit process.
Annually	5%	Assist in facilitating the district's risk assessment process and support the development of the department's annual audit work plan. Identify risks, control weaknesses, and areas for improvement to ensure effective audit planning and prioritization
Quarterly	10%	Assist the Internal Auditor in defining audit scopes and objectives by collecting preliminary data and identifying key risk areas, supporting the initial phases of audit planning.
Weekly	5%	Perform audit-related data entry and verification tasks across various platforms, including spreadsheets, databases, and specialized audit software.

Daily	10%	Prepare audit documentation and work papers outlining procedures performed, evidence gathered, and results obtained. Ensure all documentation adheres to professional audit standards to facilitate review by supervisory staff, management, and external stakeholders.
Monthly	5%	Present oral and written audit findings, conclusions, and recommendations to management and other stakeholders. Prepare reports, including the outline, draft report, and final report, for review and approval by the Internal Auditor.
Monthly	5%	Propose corrective actions for audit findings and conduct follow-up reviews to verify implementation, ensuring continuous improvement in audited areas.
Weekly	5%	Assist with fraud investigations, special investigations, and special projects under the direction of the Internal Auditor.
Daily	5%	Deliver training and consulting services to school and department personnel, clients, and organizational stakeholders while promoting positive and collaborative relationships.
Annual	5%	Maintain and enhance knowledge, skills, and competencies to perform assigned responsibilities and meet continuing professional education requirements. Stay informed about regulatory updates, district policies, and compliance requirements. Actively participate in training sessions, workshops, and webinars to enhance auditing skills and stay updated on best practices in internal auditing. This may include occasional out-of-state conference attendance.
Weekly	5%	Perform departmental and clerical functions, including, but not limited to, scheduling meetings and site visits, tracking Internal Audit projects, organizing and maintaining audit files and records, handling correspondence, preparing presentation materials, and managing departmental purchases, including processing and reconciling transactions, to support the department's operations.
Weekly	5%	Perform other duties as assigned.

EDUCATION AND TRAINING:

Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration preferred. Equivalent combination of training, experience, and certification in Accounting, Finance, Business, Public Administration, Information Systems or Information Technology, Data Analytics, or related fields will also be considered.

EXPERIENCE:

Three years of combined training, experience, and certification in Accounting, Finance, Business Administration, Public Administration, Information Systems or Information Technology, Data Analytics, or related fields.

**SKILLS, KNOWLEDGE,
EQUIPMENT & OTHER:**

Knowledge of auditing theory, principles, and practices, including methods and procedures for examining, verifying, and analyzing operational records, statements, and reports. General understanding of the Generally Accepted Government Auditing Standards (GAGAS) and the Institute of Internal Auditors (IIA) standards. Proficiency in data processing applications, such as Microsoft Excel and Audit Command Language (ACL) Analytics, and familiarity with data visualization tools and Microsoft Windows operating systems. Strong critical thinking, research, and analytical skills, with the ability to conduct audits, analyze large data sets, and interpret complex financial information accurately. Excellent written and verbal communication skills, including report writing and presentation abilities. High levels of integrity, ethical standards, and professionalism. Ability to work independently and collaboratively in a team environment, manage multiple priorities, and meet deadlines under pressure.

**CERTIFICATES, LICENSES, &
REGISTRATIONS:**

None Required

**SUPERVISION/TECHNICAL
RESPONSIBILITY:**

No supervisory responsibilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is quiet. When working in the computer room, the noise level is moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, and compile.