



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **AUDITOR**

#### **QUALIFICATIONS:**

1. Public School Accountant License
2. Knowledge of laws governing the fiscal affairs of school districts.
3. Experience in public accounting.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Board of Education

**JOB GOAL:** To ensure integrity in the transaction of the school district's financial affairs.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Annually examines financial documents, records and accounts not later than four (4) months after the end of the school fiscal year. Determines the propriety of transactions, ascertaining whether all transactions have been properly recorded, and determines whether statements drawn for accounts reflect an accurate picture of the financial operations and financial status of the district.
2. Evaluates the system of internal audits.
3. Works closely and cooperatively with the School Business Administrator/School Board Secretary and the Treasurer of School Moneys.
4. Within 30 days following the receipt of the report, prepares and submits to the Board a report of each annual audit and makes recommendations for improvement of fiscal accounting procedures in accordance with state law and regulation.

5. Files two copies of the annual single audit with the Office of the Commissioner of Education.
6. Provides statistical data for the annual CAFR as required.
7. Performs such other tasks and assumes such other duties as may be required by the Board.

**TERMS OF EMPLOYMENT:** Appointed annually to serve at the pleasure of the Board. Salary to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually by the Board in cooperation with the School Business Administrator/School Board Secretary.

**SOURCE:** Regular Public Board Meeting

**DATE:** April 27, 1995