



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Performance Auditor/ Policy Analyst
A Classified Supervisory Position (Exempt)
Grade 200E –Salary Schedule 35

A. General Statement

The Performance Auditor is a public policy professional who provides independent review and analysis of various college district programs and procedures, and who develops findings and recommendations for review by the Board of Trustees and Chancellor. The primary purpose of this position is to assist the Board of Trustees and Chancellor in identifying strengths and weaknesses in various district programs, identifying best practices for the Board of Trustees to consider, including correcting shortcomings in district practices and programs. Internal financial auditing is a secondary aspect of this position. Day-to-day general direction will come from the Chancellor; however, direct reporting will be to the Board of Trustees. The Performance Auditor prepares an annual work plan in collaboration with the Board of Trustees and the Chancellor. A typical work plan will include undertaking a few specific programs or procedures for in-depth research, review and analysis, and includes benchmarking the District against other college districts and other public or private sector institutions. The Performance Auditor maintains the District's whistleblower function and acts as the primary investigator of any alleged fiscal wrongdoing. The Performance Auditor assists the District in preparation for external performance audits and other special reports required by external entities. The Performance Auditor plans, organizes and conducts financial, operational, and performance audits and assesses internal controls in compliance with internal auditing standards and reports the results to the Board of Trustees and Chancellor. Public contact is extensive, and involves staff, students, auditors, contractors, outside educational institutions, business and community representatives, and governmental agencies for the purposes of exchanging policy and procedural information. A high degree of independence and independent judgement is required. The Performance Auditor can supervise the work of clerical and other staff as assigned.

B. Duties & Responsibilities

1. Prepares an annual work plan in collaboration with the Board of Trustees and the Chancellor.
2. Maintains a degree of independence from other District staff, and functions in a manner sufficient to provide positive integrity of the responsibilities of the performance audit function.
3. Provides periodic reports to the Board of Trustees and to the Chancellor on the status of the annual work plan; provides reports as necessary on outcomes of specific projects.
4. Plans and conducts financial, operational, compliance, and performance audits in compliance with internal auditing standards.
5. Prepares audit reports, memoranda, and other related documents to communicate audit findings and recommendations; submits documents to appropriate internal personnel. Recommends outside performance auditors and/or other subject matter experts to the Board of Trustees and Chancellor.

6. Oversee whistleblower infrastructure to receive, process, catalogue, investigate, report whistleblower complaints.
7. Assures District hiring, compensation, separation, promotion procedures are consistent with best practices, and assures that personnel actions are properly approved by the Board and documented.
8. Reviews capital expenditures to ensure they are consistent with adopted facilities master plan, budgets, specific authority provided by voters or funding agencies, and Board resolutions. Reviews change orders and building costs to comparable facilities.
9. Ensures accurate reporting, transparency, ethical practices, and disclosure of potential conflicts of interest; supports mandatory obligation to report irregularities.
10. Recommends and assists in the development of District policy and procedures related to finance and accounting, and recommendations to optimize performance of non-academic elements of college programs. works with stakeholders to review and recommend updates to Board polices and administrative procedures to ensure that they reflect best practices.
11. Trains District personnel on and review implementation of policy and procedures related to finance, accounting, conflict of interest reporting and fraud prevention and reporting.
12. Assists with preparation for and coordination of external audits and serves as a liaison with external auditors and other experts as requested.
13. Conducts special investigations as requested or deemed necessary by the Board and Chancellor.
14. Acts as the primary investigator of any alleged fiscal wrongdoing by vendor, management and/or other employees.
15. Makes recommendations for improved internal controls, operating procedures, accounting records, and systems.
16. Examines and reports on the effectiveness of management in preventing and disclosing fraud and unethical activities, conflicts of interest, safeguarding assets and compliance with established policies and procedures.
17. Exchanges information with College and District personnel at all levels regarding policies and procedures related to the assigned functional accounting and record keeping area.
18. Provides technical information as a resource to various offices within the District.
19. Attends, meetings, workshops, and other gatherings to obtain most current information.
20. Monitors and evaluates performance of internal and external financial and other records systems and develops recommendations, in conjunction with information technology staff, to implement system improvements and upgrades and to maintain effective integration of systems.
21. Monitors and interprets federal and state regulations and guidelines and assures compliance with requirements; updates and revises procedures as necessary.
22. Performs other related duties as assigned.

C. Requirements

1. Bachelor's degree from an accredited institution in public policy, accounting, public or business administration, finance or a closely related field. Graduate level degree in a similar discipline preferred.

2. Successful work experience of increasing responsibility conducting independent in-depth analysis of public or private entity operations, programs and procedures is required. Auditing; financial analysis and reporting; and project budgeting, planning, and design experience is desirable.
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Experience in the coordination of workloads with people at various levels within an organization
5. Skill in complex data research, analysis and reporting
6. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
7. Extensive public contact with people of diverse cultures, language groups and abilities
8. Demonstrated skills in written and oral communication, including public speaking and persuasive communication
9. Skill in training, directing, supervising, and evaluating the work of others
10. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires multi-level tasking and strategic planning, attention to detail and organization of financial data, active listening; individual to large-group communication, persuasion, good memory, tact, patience, flexibility and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of in-depth research, analysis and reporting of public or private sector programs, procedures and policies.
2. Knowledge of generally accepted accounting and auditing standards, practices and procedures, and fund accounting is desirable.
3. Knowledge of financial analysis and research procedures is desirable
4. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct public policy analysis, develop, format and prepare data for a variety of reports
5. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization???
6. Skill in training, directing, supervising, and evaluating the work of others
7. Skill in oral and written communication, including public and persuasive speaking
8. Skill in planning, organizing, and prioritizing a variety of workloads and deadlines
9. Ability to communicate effectively with people of diverse cultures, language groups and abilities who are at various levels within organizations

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