



Executive Director, Audits & Compliance

Reports to: Chief

Structure/Grade: Unified 133

Division: Finance

Workdays: 246 Days

Position Summary

Direct and provide guidance to the organization's audit functions, evaluating financial and operational processes, and providing recommendations for improvement to mitigate fraud, waste, and abuse. Develop departmental short-term and long-term goals, aligned with the organization's strategic direction and cultural approach, and make decisions that impact organizational success over the mid to long term.

Essential Job Duties

- Manage the Office of Internal Audits and Compliance, including overseeing a team of employees and ensuring adherence to internal policies and regulatory requirements.
- Provide technical expertise to the department, working on complex issues requiring an in-depth knowledge of the functional area and industry trends.
- Design and implement internal audit strategies, plans, and procedures to evaluate and improve the effectiveness of risk management, control, and governance processes.
- Manage the development and implementation of compliance programs, ensuring they align with current laws and regulations.
- Oversee third-party compliance assessments and audits by coordinating with external auditors and consultants to maintain organizational compliance.
- Provide technical expertise within the department on complex issues requiring an in-depth knowledge of the functional area and industry trends.
- Engage the Board of Directors and relevant committees by providing regular reports on the status of compliance outcomes from internal audits.
- Anticipate factors that could influence functional area strategy.
- May oversee the development of new methods and the resolution of issues.
- May work with abstract ideas or situations.
- May represent the organization internally and externally.
- Perform additional duties as assigned.

Qualifications

- Master's preferred and a minimum of five (5) years of leadership experience.
- If a Master's degree is not held, a Bachelor's degree and a minimum of nine (9) years of progressive field-based leadership experience are required.
- Candidate must obtain the GAPSC Support Personnel License within three (3) months of hire.



Knowledge, Skills, and Abilities

- Working knowledge of the functional area goals
- Knowledge of Governmental Audit Standards and Internal Audit Framework
- Ability to provide technical expertise to the department
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Good computer skills, including the ability to use all relevant software
- Strong leadership skills
- Ability to build effective partnerships, foster talent, and influence and coach others
- Ability to use knowledge of the organization to develop solutions to improve results or solve a problem
- Ability to continually develop relevant skills and education

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 05/30/2024