

**SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION**

TITLE: AUDITOR

QUALIFICATIONS:

1. Shall possess a current RMA or CPA and be licensed by the state of New Jersey to practice.
2. Shall have three years prior experience in the field of public school auditing.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent and the Board of Education

JOB GOAL: To ensure integrity in the transaction of the school district's financial affairs and to timely file the audit and the quarterly reports.

PERFORMANCE RESPONSIBILITIES:

1. Examines financial documents, records, and accounts from time to time for the purpose of determining the propriety of transactions, ascertaining whether all transactions have been properly recorded, and determining whether statements drawn from accounts reflect an accurate picture of financial operations and financial status.
2. Supervises the preparation of studies establishing, appraising, and/or improving financial procedures. Submits bond rating data to Moodys or Standard and Poor.
3. Evaluates the system of internal audits.
4. Prepares and submits to the Board such reports as the Board may request or require.
5. Prepares the audit for timely submission to appropriate state agencies. Presents recommendation to the Board or its designee prior to submission of report.

TERMS OF EMPLOYMENT: Annual appointment is for a twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Board.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent