



Internal Auditor's Responsibilities and Authorities

Pursuant to section 117 of the *School Act*, the Board may employ other non-teaching staff it considers necessary for its operation. In employing an internal auditor, the Board desires to support and promote its goal of openness and transparency with respect to the financial management of the District. In support of this desire, the internal auditor shall report directly to the Board, and be responsible for the following duties, including but not limited to:

- a. hold and maintain a designation as either a chartered accountant, certified management accountant or certified general accountant;
- b. be responsible for planning and executing financial and operational audits throughout the District;
- c. on the advice and direction of the Board, develop and execute an annual work plan which will detail in part the focus of auditing activities for the ensuing annual period;
- d. work in cooperation with the superintendent or designate in the performance of all duties;
- e. assist Financial Services staff and any external auditors in order to ensure that financial reporting is consistent with generally accepted accounting principles, Alberta Education requirements and the needs of the District from time to time;
- f. monitor the progress of management action plans arising from external audits;
- g. on the direction of the Board and in cooperation with the Superintendent, review the operation of departments and the provision of services and programs to determine whether they operate efficiently, effectively and economically and to minimize risk;
- h. assist in the development or enhancement of sound business practices and strategies;
- i. act at all times in an ethical fashion and in accordance with all duties and responsibilities as prescribed by the person's professional association; and,
- j. perform any such other duties as may from time to time be determined by the Board.

Approved: October 23, 2006

Revised: _____

Reference: _____