

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AUDITOR (SCHOOL FINANCE)
AUDITOR (SCHOOL FINANCE) CONFIDENTIAL

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within either the Department of Public Instruction or the Board of Vocational, Technical and Adult Education which develop accounting auditing guidelines to assist Local Educational Associations (LEA's) and licensed accountants in preparing for and completing the required school district audits. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional positions located within either the Department of Public Instruction or the Board of Vocational, Technical and Adult Education which develop accounting auditing guidelines to assist Local Educational Associations (LEA's) and licensed accountants in preparing for and completing the required school district audits; monitor and review audit reports and workpapers of LEA's and independent library systems for which the department has "single audit" cognizant responsibility; review audit reports, findings and recommendations related to grants awarded by the department to governmental units, other than those for which it has cognizant responsibility, when such review is requested by other state agencies; and verify the overall quality of audits and relate identified problems for financial consultation and improvement of LEA accounting practices. Positions which are classified as Auditor (School Finance) Confidential meet the statutory definition of confidential as defined in 111.81 (7) Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which spend the majority of their time performing general professional accounting or auditing duties and would be more appropriately classified in the Accountant or Auditor classification series.
2. Positions which spend the majority of their time performing supervisory or management duties as defined in s. 111.81, Wis. Stats.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter this classification by competitive examination.

II. DEFINITIONS

AUDITOR (SCHOOL FINANCE) AUDITOR (SCHOOL FINANCE) CONFIDENTIAL

This is the advanced level for professional positions located within either the Department of Public Instruction or the Board of Vocational, Technical and Adult Education which develop accounting auditing guidelines to assist Local Educational Associations (LEA's) and licensed accountants in preparing for and completing the required school district audits; monitor and review audit reports and workpapers of LEA's and independent library systems for which the department has "single audit" cognizant responsibility; review audit reports, findings and recommendations related to grants awarded by this department to governmental units, other than those for which it has cognizant responsibility, when such review is requested by other state agencies; and verify the overall quality of audits and relate identified problems for financial consultation and improvement of LEA accounting practices. Positions which are classified as Auditor (School Finance) Confidential meet the statutory definition of confidential as defined in 111.81 (7) Wis. Stats.

III. QUALIFICATIONS

Professional training in accounting and auditing such as that which would be acquired by earning a Bachelor's Degree in accounting from an accredited post secondary college/university; or commensurate training and experience.

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