

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### AUDITING ADMINISTRATION SPECIALIST

#### QUALIFICATIONS:

- (1) Minimum of two (2) year degree in Accounting or Business, or equivalent college level course credit. Bachelor's Degree in Accounting, Auditing, or other business field from an accredited educational institution preferred.
- (2) Minimum of five (5) years progressively responsible auditing, accounting, bookkeeping, office management, or other relevant experience.
- (3) Must be able to participate in and perform difficult confidential tasks related to non-standardized audits, reviews, financial analysis, and investigations which produce reports which may be used in disciplinary action or grievances involving employees in collective bargaining units, administrative and professional employees.
- (4) Successful experience in audit/investigative report writing, investigative interviewing, note taking, confidential/legal transcription, and proficient in computer applications.
- (5) Successful experience in office management including scheduling tasks, management and discipline of employees, budget preparation, and materials requisition.
- (6) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Possess basic knowledge and ability to apply Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (Yellow Book) and International Standards for Internal Auditing promulgated by the Institute of Internal Auditors. Possess knowledge of the activities, operations, assignments, union contracts and scope of the District. Possess knowledge of administrative concepts, principles and practices sufficient to permit independent performance of duties. Ability to manage daily administrative operations of the office, supervision of office employees which includes establishing work priorities, resolving problems related to the day-to day operations of the office, and directly participating in the departmental administrative decision making process. Skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved. Proficiency in computer skills. Ability to communicate effectively, both orally and in writing. Display good independent judgment in confidential matters. Ability to organize and prioritize duties.

#### REPORTS TO:

Director of Internal Auditing

#### JOB GOAL

To provide professional audit and administrative support to the Director of Internal Auditing by assisting in conducting audits, reviewing financial analysis, investigations, and office management, including using professional judgment in the preparation of confidential legal documents which include audit and investigative reports involving employees in collective bargaining unit, administrative and professional employees, and preparing items for the School Board agenda. To foster efficient, pleasant and effective working environment and relationships with employees, departments, School Board, Audit Committee, various agencies, and public who call on the Office of Internal Auditing. To assist with various aspects of office management.

#### SUPERVISES AND EVALUATES:

Property Audit Specialist  
Internal Auditing Intern(s)

## **AUDITING ADMINISTRATION SPECIALIST (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- \* (1) Assist in conducting audits, reviews, financial analysis, investigations, and other auditing-related tasks, including performing basic audit procedures.
- \* (2) Obtain, document, and review monthly financial reports from schools. Research and resolve discrepancies and irregularities or refer to staff and Director.
- \* (3) Create and maintain files, reports, evidence, and other confidential and sensitive information used in disciplinary action and criminal and/or civil litigation involving employees in collective bargaining unit, administrative and professional employees.
- \* (4) Participate in meetings regarding legal tactics and strategies involving employees in collective bargaining unit, administrative and professional employees.
- \* (5) Coordinate with Audit Committee, Coordinator of School Board Affairs, School Board and Administrative Recording Secretary in development of Internal Auditing items for the School Board agenda.
- \* (6) Prepare and maintain work status sheets, including status of recommendations and follow-up activities.
- \* (7) Prepare memos, letters and exhibits used by General Counsel and/or other attorneys that may be subject to discovery rules and/or public records exemptions.
- \* (8) Participate in staff meetings, Audit Committee meetings, audit entrance and exit conferences, and investigative interviews involving employees in collective bargaining unit, administrative employees and professional employees, and take notes, dictation, and minutes when necessary.
- \* (9) Use professional judgment to respond independently and/or as directed in composing and preparing correspondence to School Board, Audit Committee, local agencies, departments, constituents and staff.
- \* (10) Manage all aspects of office operations, including scheduling, approval of leave, requisition of supplies and equipment, and supervision, evaluation, and discipline of other staff and interns.
- \* (11) Coordinate the schedule of the Director of Auditing and prepare materials as needed.
- \* (12) Receive and screen telephone calls and visitors.

#### **Inter/Intra-Agency Communication and Delivery**

- \* (13) Provide interpretation of audit methodologies, results and reports, and state and School Board policies and procedures to staff and schools.
- \* (14) Act as liaison between the Audit Committee, School Board, General Counsel, staff, various public agencies, general public, attorneys' offices, law enforcement agencies, the Union and administration.
- \* (15) Display confidentiality in dealing with sensitive issues including audits, reviews, financial analysis, and investigations involving employees in collective bargaining unit, administrative and professional employees.
- \* (16) Coordinate, schedule and ensure proper advertising of public Audit Committee meetings.

#### **Employee Qualities / Responsibilities**

- \* (17) Use effective communication strategies to interact with a variety of staff and special/disaster employee teams.
- \* (18) Meet a flexible work schedule as required.
- \* (19) Display a calming demeanor in difficult situations.
- \* (20) Set high standards for self and others.
- \* (21) Provide for a safe and secure workplace.

#### **System Support**

- \* (22) Create reports, exhibits, charts, and other evidence as a result of audits, reviews, financial analysis, and investigations conducted, which may be used in disciplinary action and grievances involving employees in collective bargaining unit, administrative and professional employees as directed by Supervisor.
- \* (23) Handle requisitions for supplies and equipment.
- \* (24) Serve as purchasing and travel card manager for office staff and Coordinator of School Board Affairs.

## **AUDITING ADMINISTRATION SPECIALIST (Continued)**

- \* (25) Prepare the budget based on data supplied by the finance department.
- \* (26) Prepare staff meeting agendas.
- \* (27) Manage office and supervise office staff and internal auditing interns.
- \* (28) Approve and process employee leave forms and prepare non-instructional payroll reports.
- \* (29) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

## **PROFESSIONAL SALARY SCHEDULE – PAY GRADE 16**

**Date of Board Approval: 07/20/10**