

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

AUDITOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in a business field with a minimum of six (6) courses in accounting / auditing.
- (2) Minimum of one (1) year auditing experience or two (2) years experience in accounting

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Auditing Standards (Yellow Book) and Standards for Internal Auditing promulgated by the Institute of Internal Auditors. Basic knowledge of computers and accompanying word processing, spreadsheet and accounting software.

REPORTS TO:

Director IIIA - Internal Auditing

JOB GOAL

To assist the Department Head in the discharge of his / her responsibilities by providing analysis, appraisal advice and recommendations concerning the activities reviewed.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
Service Delivery

- * (1) Provide explanation of approved accounting and handling of funds to school bookkeepers and Principals during the course of an audit.
- * (2) Conduct annual audit of schools, centers and departments as directed.
- * (3) Assume responsibility, following an audit program, for school audit, including records, FTE, attendance records and accounting practices.
- * (4) Prepare audit for school or Center for submittal to Director IIIA - Internal Auditing for review.
- * (5) Attend post audit conferences with the Director and present post audit report independently if requested.
- * (6) Assist in conducting the District risk assessment and in preparing the annual work plan for the department.
- * (7) Prepare both written and oral presentations as required.
- * (8) Review work of university co-op students prior to presentation to Director.

Inter / Intra-Agency Communication and Delivery

- * (9) Assist in the interpretation of audits and policies to staff and schools in connection with an audit.
- * (10) Interact with outside agencies, businesses and organizations when requested by the Director.

AUDITOR (Continued)

- *(11) Keep the Director informed, through appropriate channels, of potential problems or unusual events.
- *(12) Maintain a close working relationship with school personnel to ensure information exchange and coordination of effort.
- *(13) Respond to inquiries and concerns in a timely manner in connection with an audit.

Professional Growth and Improvement

- *(14) Remain current with all rules, regulations and laws.
- *(15) Assist in developing annual goals and objectives of the department.
- *(16) Promote and support professional growth for self and others.
- *(17) Develop an action plan to attain national certification.

Systemic Functions

- *(18) Prepare clear and comprehensive audit reports with an understandable presentation.
- *(19) Present audit findings to Director IIIA - Internal Auditing for guidance and assistance in the final completion of report.
- *(20) Use acceptable professional judgment in applying laws, rules and regulations in the audit analysis.
- *(21) Prepare all reports in a timely manner and maintain appropriate records.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(23) Conduct follow-up audits as directed for review of compliance after deficiencies have been noted.
- *(24) Assist in leadership and guidance in development of goals and annual plan.
- *(25) Work with management during audit to develop possible solutions to problems identified during the audit.
- *(26) Serve as a consultant to other departments as directed when questions arise.
- *(27) Set high standards for self and others.

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.

Job Description Supplement No. 11

*Essential Performance Responsibilities\\

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 11

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002