

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR IV – INTERNAL AUDITING

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Accounting, Finance or Business Administration.
- (2) Master's Degree from an accredited educational institution in Accounting, Management or Business Administration.
- (3) Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) preferred.
- (4) Minimum of six (6) years experience in auditing.
- (5) 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:

Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Auditing Standards (Yellow Book), Standards for Internal Auditing promulgated by the Institute of Internal Auditors, Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book), Florida Statutes Chapters 228-246 (Florida School Laws), Florida Department of Education Administrative Rules (State Board Rules) and policies of the School District of Escambia County. Ability to develop detailed audit processes. Ability to communicate results, both orally and in written form. Ability to evaluate current accounting and internal control procedures. Skills in audit analysis and drawing conclusions leading to changes.

REPORTS TO:

School Board, through the Auditing Planning and Review Committee

JOB GOAL

To direct the operations of the Internal Auditing Department, including the review of all audit field work performed by the auditors, and make timely analysis of audits and present the final report to the Auditing Planning and Review Committee and the School Board.

SUPERVISES:

Internal Auditing Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Schedule and supervise audits of all schools, centers and departments as identified in the annual work plan.
- * (2) Develop and recommend modifications to existing system to promote efficiency and effectiveness.
- * (3) Review and prepare final audit for submittal to the Auditing Planning and Review Committee.

DIRECTOR IV– INTERNAL AUDITING (Continued)

- * (4) Oversee duties and responsibilities of the department as identified in the Charter for the department.
- * (5) Take responsibility for the supervision of the inventory of the fixed assets of the District.
- * (6) Respond to inquiries from the School Board, Superintendent or others in a timely manner.

Inter / Intra-Agency Communication and Delivery

- * (7) Use effective communication skills when interacting with Auditing Planning and Review Committee, auditing staff, the Superintendent and School Board.
- * (8) Interact with department and school personnel to encourage open communication and trust.
- * (9) Interact with Auditing Planning and Review Committee in presentation of reports and establishing the Audit Plan for the year.
- * (10) Review with school administrators and department heads audit findings and appropriate solutions to audit irregularities.
- * (11) Disseminate information and current research to appropriate personnel.
- * (12) Serve as liaison with the Department of Education (DOE) for assigned areas of responsibility.

Professional Growth and Improvement

- * (13) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues while maintaining professional certifications.
- * (14) Promote and support the professional growth of self and others.
- * (15) Maintain a network of peer contacts through professional organizations.
- * (16) Develop the District risk assessment and annual work for approval by the Auditing Planning and Review Committee.

Systemic Functions

- * (17) Coordinate the planning and development of systemic auditing procedures and practices.
- * (18) Review and analyze all federal grant expenditures for documentation and compliance.
- * (19) Serve on District, county or regional committees as assigned.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (22) Conduct follow-up audits as necessary to review compliance after deficiencies have been noted.
- * (23) Provide leadership and guidance in the development of departmental goals and objectives.
- * (24) Set high standards of conduct for self and staff.
- * (25) Demonstrate initiatives in identifying potential problems and seek appropriate correction.
- * (26) Exercise proactive leadership in promoting the vision and mission of the District.
- * (27) Utilize appropriate strategies and problem solving techniques to make appropriate decisions.

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.

DIRECTOR IV– INTERNAL AUDITING (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel and the Charter for the department.

Job Description Supplement No. 05

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 8

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002