

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SENIOR AUDITOR

QUALIFICATIONS:

- (1) Bachelor's Degree with a business major from an accredited educational institution with a minimum of six (6) courses in accounting / auditing.
- (2) Minimum of six (6) years experience in governmental / internal auditing and a minimum of two (2) years experience with the School District of Escambia County.
- (3) Achievement of national certification by examination in an appropriate; e.g., CPA, CIA, CFE, or others.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of Generally Accepted Accounting Principals (GAAP), Governmental Auditing Standards (Yellow Book) and Standards for Internal Auditing promulgated by the Institute of Internal Auditors. Basic knowledge of 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. Must have extensive knowledge of the principles, theories and methods of accounting.

REPORTS TO:

Director IV – Internal Auditing

JOB GOAL

To assist the Department Head and other auditors by providing independent analysis, appraisals, advice and other information concerning the activities reviewed through accounting and/or auditing and comprehensive reporting.

SUPERVISES:

University Co-op Students
Other Audit Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide training in approved methods of accounting and handling funds to school bookkeepers and principals during the course of an audit.
- * (2) Provide technical advice to direct, guide and train subordinate staff in the performance of their duties.
- * (3) Establish effective working relations with department heads and employees.
- * (4) Present oral or written reports in a clear and comprehensive manner.
- * (5) Prepare complete and accurate accounting reports and statements of considerable complexity.

SENIOR AUDITOR (Continued)

- * (6) Develop an evaluation procedure for auditing processes.

Inter / Intra-Agency Communication and Delivery

- * (7) Interact with Director IV – Internal Auditing who assigns audits and receives completed audits.
- * (8) Interact with Director IV – Internal Auditing in reviewing audit prior to presentation of the audit to Audit Committee, the School Board and the Superintendent.
- * (9) Attend post audit conferences with the Director or conduct post audit conferences independently if requested by the Director.
- * (10) Use effective communication skills to interact with a variety of personnel.
- * (11) Respond to inquiries or concerns in a timely manner.

Professional Growth and Improvement

- * (12) Keep well informed about current trends and best practices in areas of auditing and accounting.
- * (13) Assist in developing annual goals and objectives for the department, including the risk assessment and annual work plan.
- * (14) Promote and support professional growth for self and others.
- * (15) Maintain a network of peer contacts through professional organizations.
- * (16) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues and to maintain current certifications.

Systemic Functions

- * (17) Supervise assigned personnel and review work of subordinates prior to presentation to Director.
- * (18) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (19) Provide explanation of approved accounting and handling of funds to school bookkeepers and principals in the course of an audit.
- * (20) Interpret and explain complex federal, state and local laws related to areas of responsibility.
- * (21) Design, develop and conduct special studies when assigned which will include collecting and analyzing data as directed.
- * (22) Represent, consistently, the District in a positive and professional manner.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (24) Conduct follow-up audits as directed to review compliance after deficiencies have been noted.
- * (25) Serve as consultant to other departments as directed where questions pertaining to the internal control structure arise.
- * (26) Meet with department heads to discuss audit findings and recommendations.
- * (27) Work with administration to assist in implementing audit recommendations resulting from complex problems or sensitive issues.
- * (28) Confer with FTE administrator as directed on all FTE audits conducted.
- * (29) Facilitate problem solving by individuals or groups.
- * (30) Demonstrate initiative in identifying problems and recommend appropriate action.
- * (31) 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:

SENIOR AUDITOR (Continued)

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 9

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002