



**Job Title:**                    **Auditing Administration Specialist**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**             Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**             Professional – 14

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide professional audit and administrative support to the Director of Internal Auditing by assisting in conducting audits, reviewing financial analyses, 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, and to assist with various aspects of office management.

## **ESSENTIAL JOB FUNCTIONS**

- Assists in conducting audits, reviews, financial analyses, investigations, and other auditing-related tasks, including performing basic audit procedures.
- Obtains, documents, and reviews monthly financial reports from schools. Researches and resolves discrepancies and irregularities or refers to staff and Director.
- Creates and maintains 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.
- Participates in meetings regarding legal tactics and strategies involving employees in collective bargaining unit, administrative, and professional employees.
- Coordinates 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.
- Prepares and maintains work status sheets, including status of recommendations and follow-up activities.
- Prepares memos, letters, and exhibits used by General Counsel and/or other attorneys that may be subject to discovery rules and/or public records exemptions.
- Participates 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 takes notes, dictation, and minutes when necessary.

- Uses 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.
- Determines compliance of outside support organizations with federal, state, and district laws/policies.
- Manages 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.
- Coordinates the schedule of the Director of Auditing and prepares materials as needed.
- Receives and screens telephone calls and visitors.
- Provides interpretation of audit methodologies, results and reports, and state and School Board policies and procedures to staff and schools.
- Acts 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.
- Displays confidentiality in dealing with sensitive issues including audits, reviews, financial analysis, and investigations involving employees in collective bargaining unit, administrative, and professional employees.
- Coordinates, schedules, and ensures proper advertising of public Audit Committee meetings.
- Creates 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.
- Gathers, organizes, and analyzes documentation necessary for federal grant reimbursement and insurance recoveries related to natural disasters.
- Handles requisitions for supplies and equipment.
- Serves as purchasing and travel card manager for office staff and Coordinator of School Board Affairs.
- Prepares the budget based on data supplied by the finance department.
- Prepares staff meeting agendas.
- Manages office and supervise office staff and internal auditing interns.
- Approves and processes employee leave forms and prepare non-instructional payroll reports.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree in Accounting, Auditing, or other business field from an accredited educational institution.
- Minimum of three (3) years of progressively responsible auditing, accounting, bookkeeping, office management, or other relevant experience.
- 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.
- Successful experience in audit/investigative report writing, investigative interviewing, note taking, confidential/legal transcription, and proficient in computer applications.
- Successful experience in office management including scheduling tasks, management, discipline of employees, budget preparation, and materials requisition.

- 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**

- Requires the ability to display 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.
- Requires the ability to display knowledge of the activities, operations, assignments, union contracts, and scope of the District.
- Requires the ability to display knowledge of administrative concepts, principles, and practices sufficient to permit independent performance of duties.
- Requires the 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.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in computer skills.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display good independent judgment in confidential matters.
- Requires the ability to organize and prioritize duties.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

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. The work also requires the following physical abilities in order to perform the essential job functions: talking and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval:**

**Date of Revision:**