



**Job Title:** Auditor

## **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 – 11

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

**JUNE 20, 2017**

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

## **JOB SUMMARY**

The purpose of this position is to assist the Department Head in the discharge of his/her responsibilities by providing analyses, appraisal advice, and recommendations concerning the activities reviewed.

## **ESSENTIAL JOB FUNCTIONS**

- Provides explanation of approved accounting and handling of funds to school bookkeepers and Principals during the course of an audit.
- Conducts annual audit of schools, centers, and departments as directed.
- Assumes responsibility, following an audit program, for school audit, including records, FTE, attendance records, and accounting practices.
- Performs departmental reviews, audits, and analyses.
- Prepares audit for school or Center for submittal to Director – Internal Auditing for review.
- Performs external investigations and audits.
- Attends post audit conferences with the Director and presents post audit report independently if requested.
- Assists in conducting the District risk assessment and in preparing the annual work plan for the department.
- Prepares both written and oral presentations as required.
- Reviews work of university co-op students prior to presentation to Director.
- Assists in the interpretation of audits and policies to staff and schools in connection with an audit.
- Interacts with outside agencies, businesses, and organizations when requested by the Director.
- Keeps the Director informed, through appropriate channels, of potential problems or unusual events.
- Maintains a close working relationship with school personnel to ensure information exchange and coordination of effort.
- Responds to inquiries and concerns in a timely manner in connection with an audit.
- Develops an action plan to attain national certification.

- Prepares clear and comprehensive audit reports with an understandable presentation.
- Presents audit findings to Director – Internal Auditing for guidance and assistance in the final completion of report.
- Uses acceptable professional judgment in applying laws, rules, and regulations in the audit analysis.
- Prepares all reports in a timely manner and maintain appropriate records.
- Conducts follow-up audits as directed for review of compliance after deficiencies have been noted.
- Assists in leadership and guidance in development of goals and annual plan.
- Works with management during audit to develop possible solutions to problems identified during the audit.
- Serves as a consultant to other departments as directed when questions arise.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution in a business field with a minimum of six (6) courses in accounting/auditing.
- Certified Public Accountant (CPA), Certified Internal Auditor (CIA), and/or Certified Fraud Examiner (CFE) certifications preferred.
- Minimum of three (3) years of auditing or accounting experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display 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.
- Requires the ability to display basic knowledge of computers and accompanying word processing, spreadsheet, and accounting software.
- Requires the ability to determine the approach for doing the work using provided guidelines.
- Requires the ability to conduct investigations and investigative interviews, which must be handled delicately as the ramifications include employee termination and/or prosecution.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- 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**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount 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: hearing, mental acuity, repetitive motions, speaking, 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: June 20, 2017, effective July 1, 2017**

**Date of Revision:**