



Job Title: Senior 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: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 8

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is 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.

ESSENTIAL JOB FUNCTIONS

- Provides training in approved methods of accounting and handling funds to school bookkeepers and principals during the course of an audit.
- Provides technical advice to direct, guide, and train subordinate staff in the performance of their duties.
- Establishes effective working relations with department heads and employees.
- Presents oral or written reports in a clear and comprehensive manner.
- Prepares complete and accurate accounting reports and statements of considerable complexity.
- Develops an evaluation procedure for auditing processes.
- Interacts with Director – Internal Auditing who assigns audits and receives completed audits.
- Interacts with Director – Internal Auditing in reviewing audit prior to presentation of the audit to Audit Committee, the School Board, and the Superintendent.
- Reviews reports of property inventory audits prior to presentation to the Director.
- Attends post audit conferences with the Director or conducts post audit conferences independently if requested by the Director.
- Uses effective communication skills to interact with a variety of personnel.
- Responds to inquiries or concerns in a timely manner.
- Keeps well informed about current trends and best practices in areas of auditing and accounting.
- Assists in developing annual goals and objectives for the department, including the risk assessment and annual work plan.
- Promotes and supports professional growth for self and others.
- Maintains a network of peer contacts through professional organizations.

- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues and to maintain current certifications.
- Supervises assigned personnel and reviews work of subordinates prior to presentation to Director.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Provides explanation of approved accounting and handling of funds to school bookkeepers and principals in the course of an audit.
- Interprets and explains complex federal, state, and local laws related to areas of responsibility.
- Designs, develops, and conducts special studies when assigned which will include collecting and analyzing data as directed.
- Represents, consistently, the District in a positive and professional manner.
- Conducts follow up audits as directed to review compliance after deficiencies have been noted.
- Serves as consultant to other departments as directed where questions pertaining to the internal control structure arise.
- Meets with department heads to discuss audit findings and recommendations.
- Works with administration to assist in implementing audit recommendations resulting from complex problems or sensitive issues.
- Confers with FTE administrator as directed on all FTE audits conducted.
- Facilitates problem solving by individuals or groups.
- Demonstrates initiative in identifying problems and recommends appropriate action.
- Sets high standards for self and others.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display a working 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 a 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.
- Requires the ability to display extensive knowledge of the principles, theories and methods of accounting.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to use small office equipment and computers.

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: fingering, mental acuity, repetitive motion, 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: