



Job Title: Technician – Internal Auditing

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 – 18

JOB SUMMARY

The purpose of this position is to provide professional and technical support to the Director of Internal Auditing by conducting cyclical audits of tangible property and assisting in conducting school internal accounts audits, financial analyses, investigations, and other projects. The position requires the use of professional judgment in the preparation of confidential legal documents, which include audit and investigative reports involving employees in collective bargaining units, administrative, and professional employees, and preparing items for presentation to the Audit Committee and School Board agendas.

ESSENTIAL JOB FUNCTIONS

- Obtains appropriate property records, property incident reports, police reports, purchasing records, and other general and confidential documentation as needed before and throughout the inventory audit process.
- Coordinates, schedules, and performs site inventory audits and other inventory tasks.
- Maintains records for inventory audits, reconciles data with property accounting systems, and documents the physical location of property.
- Documents and communicates inventory discrepancies to appropriate personnel.
- Assists schools with the updating and correction of discrepancies in inventory records and locating missing property;
- Generates routine and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to property records maintenance.
- Confers with school and department administrators or designees on relevant laws, regulations, policies, procedures, and processes governing property control, disposal, and/or transfer of assets.
- Independently conducts surprise cash counts and other minor audit procedures throughout the year.
- Conducts annual audits of school internal accounts as directed.
- Provides explanation of approved accounting policies, rules, and procedures for handling of funds to school bookkeepers and principals during the course of audits.
- Assists in conducting various other audits, reviews, financial analyses, investigations, and auditing-related tasks, including performing basic audit procedures.

- Prepares clear and comprehensive audit reports in a timely manner, which include recommendations for improvement.
- Presents audit findings to supervising staff for guidance and assistance in the final completion of report.
- Conducts follow-up audits after compliance deficiencies have been noted.
- Displays confidentiality in dealing with sensitive issues including audits, reviews, financial analysis, and investigations involving employees in collective bargaining unit, administrative, and professional employees.
- Creates and maintains files, reports, exhibits, charts, evidence, and other confidential and sensitive information used in disciplinary action, grievances, and criminal and/or civil litigation involving 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.
- 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.
- Provides interpretation of audit methodologies, results and reports, and state and School Board policies and procedures to staff and schools.
- Gathers, organizes, and analyzes documentation necessary for federal grant reimbursement and insurance recoveries related to natural disasters.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent; college or technical training preferred.
- Two (2) years of responsible auditing, clerical, accounting, bookkeeping, property record keeping, store keeping, or other relevant experience.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a Florida Driver License upon offer of employment.
- 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.
- 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 knowledge of relevant federal, state, and school district laws, rules, and regulations related to the practices of inventory control and associated record keeping.
- Requires the ability to display basic knowledge of general auditing standards and methodologies.
- Requires the ability to apply Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (Yellow Book), International Standards for Internal Auditing promulgated by the Institute of Internal Auditors, and Florida DOE "Redbook."
- 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 applicable occupational hazards and safety precautions.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to display proficiency in computer skills for data entry for word processing and/or accounting purposes.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- 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 around broad organizational goals and processes.
- Requires the ability to maintain records and files.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. The position may require walking and/or standing for up to 8-10 hours per day.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands. This position requires significant travel throughout the District.

Date of Board Approval: February 19, 2019

Date of Revision: