



Job Title: **Audit 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: Educational Support – 15

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to promote accountability and assist in coordination of the maintenance and reconciliation of data for tangible property owned by the School District by performing cyclical audits of tangible property.

ESSENTIAL JOB FUNCTIONS

- Assists in the development and implementation of policies and procedures of property accounting, auditing, and control systems of the School District, e.g., equipment, vehicles, and other tangible property.
- Coordinates and schedules daily field audits and inventory tasks; Performs site inventories.
- Conducts and maintains records for on-site audits of property and assets, reconciles data with property accounting systems, and documents the physical location of property.
- Maintains and verifies accuracy of various property audit reports and databases; Files various documents and records as instructed by departmental guidelines; Retrieves files on request.
- Documents inventory discrepancies; Reviews inventory records and all auditing results with management personnel.
- Assembles a variety of data from office records for incorporation into various departmental reports.
- Generates routine and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to property records maintenance.
- May assist in coordination of equipment/property loans to other departments or agencies; Maintains open communication with school personnel to ensure accurate inventory of school property.
- Confers with school administrators or designees on relevant laws and regulations governing property control, disposal or transfer of assets; Assists in locating missing property; Assists schools with the updating and correction of discrepancies in inventory records.
- Operates various motor vehicles and light equipment, e.g., automobile, truck, golf cart.

- Works with school/agency/department personnel, Capital Outlay and Fixed Asset personnel, and Risk Management personnel as well as law enforcement to assist in researching inventory audit discrepancies.
- Obtains appropriate property incident reports, police reports, purchasing records, and other general and confidential documentation as needed throughout the audit process.
- Advises appropriate administrators of inventory control processes and procedures.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent, college, or technical training preferred.
- Two (2) years of responsible property auditing, clerical accounting, property record keeping, or store keeping 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 obtain a Florida Driver License upon offer of employment.

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 preferred.
- Requires the ability to display knowledge of general auditing standards and methodologies.
- Requires the ability to display knowledge of applicable occupational hazards and safety precautions.
- Requires the ability to display knowledge of modern office practices and procedures.
- Requires the ability to display knowledge of regulations and procedures affecting inventory, stock, or property control records.
- Requires the ability to display knowledge of computer applications related to the work.
- Requires the ability to display knowledge of mathematical computations.
- Requires the ability to display knowledge of techniques for establishing and maintaining professional and effective working relationships.
- Requires the ability to oversee and manage more than two employees in the organization performing similar work.
- Requires the ability to maintain records and files.
- Requires the ability to make mathematical calculations with speed and accuracy.
- Requires the ability to apply safety and precautionary measures related to the work.
- Requires the ability to prepare a variety of inventory and receiving reports and forms.
- Requires the ability to display knowledge of audit procedures for property accountability and control.
- Requires the ability to communicate professionally in person and over the phone.
- Requires the ability to train, organize, and prioritize the work of others.
- 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 or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Requires the ability to repair, develop, or install complex software or management information systems.

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.

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: