

## SCHOOL DISTRICT OF ALAUCHA COUNTY

### AUDITOR, INTERNAL

#### JOB DESCRIPTION

<b>JOB CODE:</b>	75019	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	10
<b>CONTRACT CODE:</b>	05	<b>SALARY SCHEDULE:</b>	Administrative

#### QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution in business administration or accounting; and
- (2) Minimum of three (5) years verifiable experience in auditing or equivalent governmental accounting experience.
- (3) Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting standards, Florida statutes, and State Board of Education rules as they apply to school internal accounts. Knowledge of Board Policies and procedures. Ability to perform work accurately and thoroughly. Ability to train and consult in school bookkeeping methods. Problem-solving ability. Ability to find a solution for or to deal proactively with work-related problems. Ability to comprehend complex technical topics and specialized information. Ability to complete assigned tasks under stressful situations. Knowledge of training techniques. Exhibit good listening and comprehension skills. Ability to work cooperatively with other departments and agencies. Ability to use media technology. Skill in the use of computer technology. Ability to maintain complex records, to assemble and organize such data and to prepare reports from such records. Ability to communicate effectively both orally and in writing. Ability to use effective communication strategies to interact with a variety of audiences. Ability to establish and maintain effective working relationships with school and district personnel.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide effective and efficient leadership and training to keep the District in compliance with rules regarding internal accounts and to assists District staff with their financial responsibilities.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Conduct audits of internal accounts at all schools, centers, and departments annually.
- \*(2) Develop and recommend modifications of existing systems to improve efficiency and effectiveness as it relates to the assigned area.

## AUDITOR, INTERNAL (Continued)

- \* (3) Prepare school and center audit reports for submittal to the Superintendent and School Board.
- \* (4) Develop an evaluation procedure for auditing processes.
- \* (5) Maintain a close working relationship with appropriate personnel to ensure information exchange and coordination of efforts.
- \* (6) Coordinate in-service training of clerical and bookkeeping personnel as it relates to internal account records.
- \* (7) Provide in-service training in required reports preparation and utilization of data processing as it relates to internal school funds.
- \* (8) Maintain a network of peer contacts through professional organizations.
- \* (9) Prepare internal accounts procedural manuals and directives necessary for school personnel to fulfill internal fund requirements.
- \* (10) Plan and develop systemic auditing procedures and practices for business functions.
- \* (11) Audit travel logs for all fleet vehicles.
- \* (12) Review and analyze all federal grant expenditures for adequate documentation and compliance with the grant.
- \* (13) Conduct follow-up audits as directed by the Superintendent to review compliance after deficiencies have been noted.
- \* (14) Propose internal fund policies to the Superintendent as may be necessary for efficient and accurate control of internal funds.
- \* (15) Communicate with principals and other employees regarding audit evaluations and recommendations.
- \* (16) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (17) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (18) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (19) Be knowledgeable of and adhere to Board policies.
- \* (20) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \* (21) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (22) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (23) Monitor district compliance with applicable codes, rules and statutes.
- \* (24) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \* (26) Attend meetings and conferences to promote professional growth and benefit the District.
- \* (27) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (28) Prepare or supervise the preparation of all reports and maintain updated and accurate records.
- \* (29) Develop appropriate Board agenda items pertaining to areas of responsibility.

## AUDITOR, INTERNAL (Continued)

- \*(30) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*(31) Respond to inquiries and concerns in a timely manner.
- \*(32) Model and maintain high ethical standards.
- \*(33) Adhere to applicable safety standards.
- \*(34) Follow attendance, punctuality and proper dress rules.
- \*(35) Maintain confidentiality regarding school/workplace matters.
- \*(36) Serve on school/district committees as required or appropriate.
- (37) Perform other duties as assigned.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 11

Adopted: 11/2/21