

**SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA**

**ASSISTANT, AUDITOR**

**JOB DESCRIPTION**

<b>JOB CODE:</b>	75033	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	28
		<b>SALARY SCHEDULE:</b>	Professional/Technical

**QUALIFICATIONS:**

- (1) Associates degree from an approved accredited educational institution in business administration, accounting, or related field;
- (2) Minimum of three (3) years of verifiable experience in accounting auditing or internal controls; or
- (3) An equivalent combination of training and experience.
- (4) Valid Florida Driver’s license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledgeable of accounting standards, Florida Statutes, rules and regulations pertaining to school internal accounts. Knowledge of Board Policies and procedures. Ability to perform work accurately and thoroughly. 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. Basic understanding and knowledge of use of current technology, as required for the position. Exhibit good listening and comprehension skills. Ability to keep others adequately informed with tact and good judgement. 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 select and use appropriate communication methods. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with school and district personnel.

**REPORTS TO:**

Auditor, Internal

**JOB GOAL**

To assist in the providing effective training and auditing of financial records of the District.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Assist in auditing school and/or district internal accounts on an annual basis.
- \*(2) Collaborate with school and district personnel to resolve audit and/or internal control issues.
- \*(3) Coordinate in-service trainings for clerical and bookkeeping personnel as it relates to internal account records.
- \*(4) Assist in the development of evaluation procedures and auditing processes.

## ASSISTANT, AUDITOR (Continued)

- \* (5) Prepare procedure manuals that provide directives in meeting internal account requirements.
- \* (6) Prepare related financial records and pre-audit documents.
- \* (7) Perform account reconciliations and account analysis as needed.
- \* (8) Travel to and from schools and/or departments as needed for training, auditing, or related responsibilities.
- \* (9) Adhere to state statutes and district purchasing policies and procedures.
- \* (10) Serve on school/district committees as required or appropriate.
- \* (11) Adhere to good safety standards.
- \* (12) Attend all staff meetings and workshops.
- \* (13) Assist with maintaining a clean and orderly environment.
- \* (14) Be knowledgeable of and adhere to Board policies and procedures.
- \* (15) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \* (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (17) Demonstrate initiative in the performance of assigned responsibilities.
- \* (18) Demonstrate support for the school district and its goals and priorities.
- \* (19) Exhibit interpersonal skills to work as an effective team member.
- \* (20) Follow attendance, punctuality and proper dress rules.
- \* (21) Maintain confidentiality regarding school/workplace matters.
- \* (22) Maintain expertise in assigned area.
- \* (23) Manage time efficiently.
- \* (24) Model and maintain high ethical standards.
- \* (25) Participate in cross-training activities as required.
- \* (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (27) Maintain updated and accurate records.
- \* (28) Represent the District in a positive and professional manner.
- (29) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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