

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6435  
Pay Grade: ~~G04~~ E04

FLSA: Exempt

**SENIOR AUDITOR**

**REPORTS TO:**

Director, Auditing and Property Records

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Bachelor's degree from an ~~an four-year~~ accredited college or university with a major in accounting or related field plus three (3) years of progressively responsible related experience. ~~governmental-type auditing experience or an equivalent combination of education, training and related experience.~~ Demonstrated proficiency in computer software spreadsheets and word processing programs. Possession of a valid state of Florida Class E noncommercial driver's license.

**PREFERRED:**

Experience in public school finance or governmental accounting. CPA designation. Demonstrated computer skills with emphasis on personal computers and related software, in particular Excel.

**MAJOR FUNCTION**

Performs highly responsible professional duties conducting audits of internal funds and food service programs in schools. Audits all accounts and assumes a leadership role. Evaluates degree of internal control exercised by each principal and the overall fiscal program in terms of sound management principles. Performs analytical work involving the interpretation of financial data and translating into meaningful information for communication purposes. Work is performed independently with consistent exercise of discretion and judgment and is reviewed through conferences and reports.

**ESSENTIAL RESPONSIBILITIES**

- Plans and conducts internal audits in order to review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information
- Oversees the audits of school internal accounts
- Provides process review of auditing procedures and audit reports format and content
- Applies governmental auditing standards, practices, and procedures to School Board audit processes
- Examines, analyzes, and tests financial records and operational areas to ensure conformity with generally accepted accounting principles (GAAP)
- Visits schools periodically to conduct continuous audit
- Audits all accounts according to prescribed auditing standards; reviews all records for compliance with School Board policies, state laws, and Florida Department of Education regulations
- Instructs principals and bookkeepers in accounting procedures and School Board policies; confers with principals to suggest ways to strengthen financial management program.
- Applies knowledge of current accounting practices, procedures, and principles in analyzing, interpreting, translating, and communicating with full disclosure, the financial position and results of financial operations of related funds and account groups; prepares and submits corresponding financial reports.
- Applies knowledge of auditing; of School Board policies; and state rules and regulations
- Utilizes state chart of accounts in the preparation of revenue and expenditure statements and reports by fund

## SENIOR AUDITOR

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"><li>• Develops information and reports for management's use in financial decision-making</li><li>• Utilizes microcomputer software applications as necessary in developing financial statements, spreadsheets, and reports</li><li>• Assists in reviewing and writing final audit reports and audit rebuttals to the schools</li><li>• Maintains neat, accurate, detailed, and comprehensive papers in proper form with understandable notes in such a manner as to assure final report reflects facts and conditions at a given time</li><li>• Assists school bookkeepers with school accounting software and accounting activities as needed</li><li>• May act as liaison with accounting software vendor</li><li>• Communicates with governmental agencies to provide clarity and consistency of application of bookkeeping, auditing, sales tax collection, and other processes</li><li>• Prepares periodic written reports to inform Director, <u>Auditing and Property Records</u> of any problems encountered</li><li>• Prepares concise reports; makes mathematical calculations rapidly and accurately; diagnoses questionable practices and determines accuracy</li><li>• Performs the responsibilities of audit team leader, which includes assigning tasks, giving direction, counseling, reviewing work, and training staff</li><li>• May provide microcomputer support to members of the auditing staff</li><li>• Performs related work as required</li></ul>
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 3/00 AK; BOARD APPROVED: 6/13/00; REVISED MF & D&R: 4/04 AK; REVISED FORMAT, SALARY SCHEDULE, QUALIFICATIONS, ADA, 11/12 LM; BOARD APPROVED:

Senior Auditor

## SENIOR AUDITOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Senior Auditor- PTS