

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0225
Pay Grade: C09

FLSA: Exempt

DIRECTOR, AUDITING AND PROPERTY RECORDS
<p><u>REPORTS TO:</u> Chief Financial Officer</p>
<p><u>SUPERVISES:</u> Professional/Technical/Supervisory Staff Support Staff</p>
<p><u>QUALIFICATIONS:</u> Bachelor's degree from an accredited college or university in Business Administration (major in Accounting) or related field. Five (5) years of progressively responsible professional experience related to accounting, auditing, and property records management, including two (2) years as a supervisor. Demonstrated written and oral communication skills, and experience with personal computers with emphasis on spreadsheets. Demonstrated working knowledge of state and federal rules and regulations pertaining to fiscal and performance auditing and property records management.</p> <p><u>PREFERRED:</u> Auditing certification, as evidenced by CPA, MBA, CIA or CFE. Extensive experience in a public educational or governmental institution, preferably in Florida, or in a large, diversified corporate environment. Broad practical knowledge in computer applications, particularly regarding fiscal and performance auditing and property records management applications. Experience with the TERMS software system</p>
MAJOR FUNCTION
<p>Responsible for the administration of school activity accounts in K-12 and adult programs, and for conducting a program of property records accounting including annual equipment inventories of all facilities. Responsible for the formulation of acceptable audit standards and for conducting continuous yearly audits of internal accounts and school food services accounts. Conducts special fiscal and performance audits. Manages internal auditors and property records staff</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> Plans, conducts, and controls all financial and compliance audits. Prepares monthly financial statement recap for the School Board and superintendent after reviewing individual school statements. Reviews all audit work papers prepared by audit staff and reports all problems to immediate supervisor. Prepares annual audit reports, including state audit reports for activity accounts and food service. Reviews property inventory reports and correlates policies and operations regarding claims for vandalism and school break-ins with Risk Management. Develops manuals which outline proper accounting procedures, property records management and applicable Board policies for district personnel. Trains new school administrators, secretaries and bookkeepers in proper accounting practices and property records management. Develops and manages the Auditing and Property Records Department budget; develops and prepares auditing and property records management schedules. Performs other related duties as assigned.

DIRECTOR, AUDITING AND PROPERTY RECORDS

TERMS OF EMPLOYMENT

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.

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

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 4/97 PBL; BOARD APPROVED: 4/15/97; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (PREFERRED): 8/99 PBL; REVISED D&R; 4/11 LMCK; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED

DIRECTOR, AUDITING AND PROPERTY RECORDS

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				

Director, Auditing and Property Records – Admin