

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6075
Pay Grade: D13

FLSA: Non-Exempt

AUDITOR

MAJOR FUNCTION:

Performs highly responsible professional duties conducting audits of internal funds and food service programs in schools. Audits all accounts; evaluates degree of internal control exercised by each principal and the overall fiscal program in terms of sound management principles. Work is performed under general direction and is reviewed through conferences and reports.

DUTIES AND RESPONSIBILITIES:

- 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 Department of Education regulations.
- Instructs principals and bookkeepers in accounting procedures and School Board policies; confers with principal to suggest ways to strengthen financial management program.
- 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.
- Prepares periodic written reports to inform Director of any problems encountered.
- Applies knowledge of fundamentals of accounting and auditing; of School Board policies, and state rules and regulations.
- Prepares concise reports; makes mathematical calculations rapidly and accurately; diagnoses questionable practices and determines accuracy.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED supplemented by some college training in accounting and auditing; plus three (3) years experience in public sector finance or a related field. Possession of a valid State of Florida Class E noncommercial driver's license.

PREFERRED:

Bachelor's degree from a four-year accredited college or university with a major in accounting or related field plus one (1) year governmental-type auditing experience.

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; PREF REVISED: 4/00 AK.; BOARD APPROVED: 6/27/00; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

AUDITOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Auditor - PESPA