

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6076  
Pay Grade: D10

FLSA: Non-Exempt

<b>AUDIT SUPPORT TECHNICIAN</b>
<p><b>REPORTS TO:</b> Manager, Auditing Coordinator, Auditing</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> Graduation from a standard high school or possession of a GED and three (3) years' progressively responsible office experience, including at least one (1) year in inventory control, asset management, audit support, or a related field. Demonstrates proficiency in the use of the Microsoft Office Suite. Possession of a valid state of Florida Class E noncommercial driver's license.</p> <p><b>PREFERRED:</b> Experience with the district ERP system and other district software programs.</p>
<b>MAJOR FUNCTION</b>
<p>The Audit Support Technician performs both field and office-based responsibilities related to verifying and tracking fixed assets, attractive items, and other property within the organization. Supports the auditing team by collecting, organizing, and documenting asset-related and other operational data used to review internal controls, procedures, and policy compliance.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Conducts onsite physical inventories of fixed assets, attractive items, and other property to verify presence, condition, and tagging of assets following state law and policies.</li> <li>• Coordinates and schedules site visits with site administrators and staff.</li> <li>• Assists with the annual inventory of stock items, including those for Maintenance, Vehicle Maintenance, and the Warehouse.</li> <li>• Supports the auditing team by collecting, organizing, and submitting documentation related to asset management and other operational processes.</li> <li>• Gathers and summarizes site-level procedures to support the auditors' review of internal controls, compliance, and process effectiveness.</li> <li>• Maintains timely and accurate records and filing systems to support audit workpapers, including scanned supporting documents.</li> <li>• Assists in training other audit support personnel to ensure consistency in inventory and documentation practices.</li> <li>• Demonstrates the ability to work independently and collaboratively.</li> <li>• Performs other related duties as assigned.</li> </ul>

## AUDIT SUPPORT TECHNICIAN

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: 05/13/25 MV; BOARD APPROVED: 05/13/25

## AUDIT SUPPORT TECHNICIAN

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			

Audit Support Technician - PESPA