

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6075
Pay Grade: D14

FLSA: Non-Exempt

AUDITOR
REPORTS TO: Manager, Auditing
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university in Business Administration, Accounting, Finance, or related field. Three (3) years' of progressively responsible experience in public sector finance, accounting, auditing, or a related field, including office experience. Demonstrates proficiency in the use of the Microsoft Office Suite. Possession of a valid state of Florida Class E noncommercial driver's license.
PREFERRED: One (1) year governmental audit experience. Experience with the district ERP system and other district software programs.
MAJOR FUNCTION
Performs highly responsible professional duties, conducting financial, operational, and performance audits, and physical inventory and review of district fixed assets for schools and departments to ensure adherence to applicable federal and state laws, rules, regulations, and policies.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> Plans, schedules, and executes internal audits of schools, departments, and programs following the annual audit plan. Assess the effectiveness of internal controls and compliance with policies, procedures, and regulations. Examines financial records, reports, processes, and documentation for accuracy and adherence to applicable guidelines. Identifies risks and control deficiencies; recommends strategies for improvement and mitigation. Prepares comprehensive audit and inventory reports summarizing findings, conclusions, and actionable recommendations. Presents audit results to management and collaborates on developing corrective action plans. Conducts follow-up audits to evaluate the implementation of previous recommendations. Supports investigations regarding allegations of fraud, waste, or abuse, as assigned. Maintains audit documentation following professional standards and department guidelines. Stays current on changes in laws, regulations, and best practices related to auditing and public sector finance. Schedules and performs annual physical inventories of tagged capital assets at schools and departments. Verifies that assets are properly tagged, recorded, and maintained; reports discrepancies such as missing, lost, or damaged property. Reviews and assesses compliance with capital asset policies and procedures; recommends improvements in asset management practices. Exhibits a strong understanding of auditing standards, internal controls, and accounting procedures. Responsible for understanding inventory systems, tagging procedures, and asset management regulations. Demonstrates ability to work independently and collaboratively. Performs other related duties as assigned.

AUDITOR

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
<p>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; REVISED: PG, MQ, MF, ER 05/06/25 MV; BOARD APPROVED: 05/13/25</p>

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				

Auditor - PESPA