

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0225
Pay Grade: C09

FLSA: Exempt

DIRECTOR, AUDITING AND PROPERTY RECORDS

MAJOR FUNCTION:

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.

DUTIES AND RESPONSIBILITIES:

- 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 required

MINIMUM QUALIFICATIONS:

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.

PREFERRED:

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.

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

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 extensive list of all responsibilities and duties required of those in this classification.

DIRECTOR, AUDITING & PROPERTY RECORDS

<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				

Director, Auditing & Property Records – ADM