

DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

Staff Auditor		
Salary Schedule 80N	Contract Work Days: 245 Daily Work Hours: 7.5	NNB - Exempt Status

This employee is responsible for assisting the Internal Audit Manager in the audits of the various business functions of the school system. Some overnight travel and extensive in-county travel will be required of this employee.

Duties of this position include but are not limited to:

1. Auditing:
 - a. Food and Nutrition Services Cost Plus Contracts (Quarterly).
 - b. Free and Reduced Price Meal Applications (Annual).
 - c. District Self-Insurance Programs.
 - d. Tangible Personal Property.
 - e. School Internal Accounts.
 - f. Other audits as assigned.
 - g. Student records (FTE).
 - h. Adult fees.
2. Preparing confidential information.
3. Analyzing account expenditures.
4. Performing other duties as assigned.
5. Participating in fiscal year end close out responsibilities.
6. Develop and revise systems of internal controls.
7. Develop and revise fraud detection systems.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in Accounting and eligible to sit for the CPA exam in Florida.
2. Ability to work independently.
3. Ability to accept responsibility.
4. Ability to communicate effectively with the public.

DESIRED QUALIFICATIONS:

1. Knowledge of fund accounting.
2. Experience in governmental auditing.
3. Two (2) years auditing experience.

Board Action: _____

Approved: _____

Revised: 2/5/08