

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

**INTERNAL AUDIT MANAGER
Finance Department**

Salary Schedule: MGMT 1A	Number of Work Days as Contracted – 12 month Daily Work Hours: 7.5	FLSA Status - Exempt
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JOB GOAL: Provide administrative leadership for the Internal Audit Department in support of process accountability and safeguarding of District funds in a variety of areas related to the operation of the District, including budgeted funds, internal accounts and safeguarding District assets

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from an accredited institution in Accounting, Business or related field or a Master's in Business Administration
2. Florida Certified Public Accountant (CPA) certificate
3. Minimum of five (5) years of professional experience a related field

DESIRED QUALIFICATIONS:

1. Previous experience in governmental fund accounting
2. Holds Certified Internal Auditor license
3. Minimum of three (3) years of supervisory experience in the accounting field

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner
2. Demonstrate effective collaboration skills
3. Ability to organize, prioritize, and manage work assignments in an efficient manner
4. Demonstrate knowledge of state and federal rules and regulations pertaining to fiscal and performance auditing management
5. Exhibit knowledge of fund accounting
6. Demonstrate knowledge of audit requirements related to federal grants
7. Ability to use computers and auditing software
8. Ability to read and interpret laws, rules, and regulations relating to financial accounting

REPORTS TO: Superintendent

SUPERVISES: Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

1. Plan, conduct, and control all audits within realm of responsibility including financial, compliance and operational audits
2. Evaluate internal accounting controls over the District's financial operations
3. Perform substantive tests of financial records, systems, programs, and projects within the District to ensure adherence with Board policy and governmental regulations to safeguard the assets and finances of the District
4. Examine District programs and provide evaluative research and objective analyses to promote accountability and the efficient and effective use of public resources
5. Develop, recommend, and implement internal audit programs that test compliance with established policies and procedures
6. Formulate and prepare audit reports that attest to the effectiveness of managerial controls over the District's assets and finances
7. Review all audit work papers prepared by audit staff to assure quality control, uniformity, and adherence to generally accepted practices and reports all problems to immediate supervisor
8. Conduct annual on-site reviews of charter school financial operations, procedures and practices to ensure compliance
9. Evaluate internal controls over the District's full-time equivalent student records
10. Conduct annual audits of full-time equivalent student records

Communication

1. Communicate effectively orally and in writing
2. Use effective communication strategies to interact with a variety of audiences
3. Respond to inquiries and concerns in a timely manner

Proactive Orientation

1. Exercise proactive leadership in promoting the vision and mission of the District
2. Demonstrate initiative in performance of assigned responsibilities
3. Anticipate problems and design processes or procedures to address them

Critical Thinking

1. Research, evaluate and select computerized accounting programs for the audit department
2. Research legal or statutory issues as needed
3. Assist in the development and revision of District Board policies and procedures

Continuous Improvement

1. Set high standards for self and others
2. Maintain a network of peer contacts through professional organizations
3. Supervise assigned personnel, conduct annual performance appraisals, and make appropriate recommendations for employment actions
4. Promote and support the professional growth of self and others

Facilitation

1. Coordinate with cognizant agencies as required

2. Use appropriate interpersonal styles and methods to guide individuals toward task accomplishment
3. Facilitate problem-solving

Managerial

1. Develop schedule of work assignments for department personnel
2. Coordinate with District departments to resolve findings of external auditors
3. Work with the State Attorney or other agencies in fraud investigations
4. Prepare or supervise the preparation of all required reports and maintain all records

Constancy of Purpose

1. Serve on committees, councils, and/or task forces
2. Exhibit support for the District's vision, mission, goals, and priorities
3. Perform other incidental tasks consistent with the goals and objectives of this position

Decisiveness

2. Make and share decisions in a timely manner
3. Respond quickly in emergency situations