PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6433
Pay Grade: E05

FLSA: Exempt
PTS

COORDINATOR, AUDITING

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration, or a related field, plus five (5) years of related experience. Demonstrated proficiency in the use of the Microsoft Office Suite. Possession of a valid state of Florida Class E noncommercial driver's license.

PREFERRED:
Auditing certification, as evidenced by a CPA, MBA, CIA, CGAP, or CFE. Experience in maintaining a centralized property records database and/or conducting physical inventories of fixed assets and/or stock inventories. Experience with district ERP system and other district software programs. Experience in a coordinating or supervisory capacity. Experience in public school finance or governmental accounting.

MAJOR FUNCTION

Responsible for coordinating and conducting financial, operational, and compliance audits to ensure adherence to applicable federal and state laws, rules, regulations, and policies. Maintains effective internal controls, providing guidance to school and department staff, and overseeing specific audit functions, including the annual physical inventory of fixed assets, attractive items, and other property. Supervises assigned audit staff and supports the continuous improvement of audit processes and districtwide accountability.

ESSENTIAL RESPONSIBILITIES

- Plans, coordinates, and performs internal audits of schools and district programs, focusing on internal controls, financial integrity, and regulatory compliance.
- Initiates processes and standards for conducting inventories, as well as schedules and coordinates fixed asset, attractive items, and other property inventories of all cost centers in the district in compliance with Florida Statutes and Board Policy.
- Applies knowledge of Florida Statutes, Florida Administrative Code, and Board Policy to interpret, translate, and report collective inventory data and deficiencies to the Board.
- Reviews and evaluates the effectiveness of fixed assets, attractive items, and other property policies, procedures, and internal controls; recommends improvements to ensure compliance with district, state, and federal requirements.
- Supervises assigned auditors responsible for performing school and district audits and conducting physical inventories of fixed assets and attractive items; provides guidance, direction, and performance oversight.
- Coordinates audit engagements and reporting timeliness; prepares clear and concise audit and inventory reports that include findings, risk assessments, and actionable recommendations.
- Follows up on prior audit and inventory findings to ensure corrective actions have been implemented.
- Prepares Board agenda items and annual reports related to fixed assets and attractive items inventories, including documentation of second-year missing, lost, or damaged items and a summary of inventory results for all schools and departments.
- Initiates processes and standards for conducting inventories and reporting inventory results for stock items, including those for Maintenance, Vehicle Maintenance, and Warehouse.
- Responsible for retiring surplus property disposals from the property records system after Board approval.
- Assist and provides necessary documentation or reports of inventory records during an Auditor General audit and/or a private accounting firm audit.
- Responsible for reviewing and approving staff in-county travel to ensure alignment with employee inventory schedules and district policies and procedures.
- Responsible for reviewing, approving, writing, and issuing inventory reports with findings to administrators, directors, and department heads, as detailed in District Policies evaluating inventory internal controls, processes, accountability, as well as the maintenance and validity of perpetual inventory records.
- Provides instruction at secretary/bookkeeper training classes and other training courses as needed.

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Prepares monthly financial reports and reconciliations for the Accounting Department; prepares depreciation schedules for accounting for specific equipment to assist with Annual Financial Reporting.
- Annually reviews Charter School Inventory Reports for compliance with data element requirements and reasonableness of amounts reported.
- Manifests a professional code of ethics and values.
- Models the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- Applies ethical principles and values to the activities being audited.
- Maintains independence and objectivity in appearance and fact with those audited and inventoried.
- Performs highly responsible work with limited direct supervision and consistent exercise of discretion and judgment.
- Maintains current knowledge of professional auditing standards.
- Comprehends and interprets federal and state laws, rules, regulations, and board policies to identify instances of non-compliance with such laws, rules, regulations, and policies.
- Maintains up-to-date competencies required for effective internal audit delivery, including industry-specific knowledge appropriate for audit assignments.
- Responsible for compliance with the continuing professional education requirements of the department and applicable certifications held.
- Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 4/29/25 MV; BOARD APPROVED: 05/13/25

COORDINATOR, AUDITING

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				