PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6436
Pay Grade: E07

FLSA: Exempt
PTS

MANAGER, AUDITING

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration or related field. Five (5) years of relevant professional experience that includes two years (2) supervisory experience. Working knowledge of Government Auditing Standards and generally accepted accounting and auditing principles and property records management. Experience in planning audits, supervising staff, and reviewing audit work. Demonstrated written and oral communication skills, proficiency in the use of computers and Microsoft Office. 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. Extensive experience in public school finance or governmental accounting. Experience in the development and implementation of audit programs. Experience with the district ERP system and other district software programs.

MAJOR FUNCTION

This position performs highly responsible supervisory and professional work in planning, coordinating, managing, and reviewing complex financial, operational, performance, and information technology (IT) audits, and other engagements of school internal funds and district programs and functions. Assists the audit staff by providing independent analysis, appraisals, advice, and other information concerning the activities reviewed through accounting and/or auditing, investigations, inventory and comprehensive reporting. Enhance the district's performance and accountability by promoting an economical, efficient, and effective environment based on sound and practical internal controls through audit recommendations.

ESSENTIAL RESPONSIBILITIES

- Coordinates, plans, directs, supervises, conducts and reviews complex and/or multiple financial audits, operational audits, performance audits, or other engagements of the district, including, but not limited to, the development and/or review of audit plans and audit programs, field monitoring of audits in progress, review of the audit report and working papers, and ensuring that professional standards have been met.
- Coordinates, plans, directs, supervises, conducts and reviews complex and/or multiple IT audits or other IT engagements at the district, including, but not limited to, the development and/or review of audit plans and audit programs, field monitoring of audits in progress, review of the audit report and working papers, and ensuring that professional standards have been met.
- Assists, advises, and supervises the Coordinator, Auditing, in supervising, training, and evaluating property records support audit staff in conducting yearly inventories of all schools and departments.
- Performs continuous research and development of audit procedures, including the implementation of new authoritative standards and legal requirements, for all assigned audits/projects.
- Meets with district administrators and officials to discuss findings and recommendations.
- Maintains liaison with district administrators and officials and responds to inquiries from administrators and officials in matters related to specified audits/projects/inventories.
- Performs directed studies and inquiries, including, but not limited to, research on complex accounting, auditing, or data processing matters and based on the results, prepares recommendations for implementation or solution.
- Reviews board reports for the Coordinator, Auditing, including second-year missing, lost, and damaged property, and annual property report.
- Completes annual appraisals for department auditing staff and the Coordinator, Auditing.
- Instructs, trains, and supervises staff.
- Assigns work to audit staff and reviews work.
- Responsible for reviewing PTS and support staff biweekly payroll.
- Manifests a professional code of ethics and values.

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Responds to internal and external customers in a timely, accurate, courteous, and empathetic manner, representing PCS in a positive light.
- 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 in fact with those that are audited.
- Performs highly responsible work with limited direct supervision and consistent exercise of discretion and judgment.
- Maintains current knowledge of professional auditing standards.
- Maintains curiosity and exercises professional skepticism in addition to inquiry and analysis.
- Develops and customizes individual audit plans and programs, to include those of a more complex nature. Identify expected outcomes/results for each audit assigned. Provide guidance, as needed.
- Monitors and tracks concerns/issues through to their resolution; assists in guiding less experienced staff members.
- Assesses and accounts for the potential for fraud risk and identifies common types of fraud associated with the organization and with a particular internal audit engagement.
- Demonstrates sound working knowledge of the quality control framework operated by PCS and internal audit.
- Comprehends and interprets federal and state laws, rules, and regulations, and board policies to identify instances of non-compliance with such laws, rules, regulations, and policies.
- Leads discussion of audit findings and their impacts professionally and confidently with appropriate levels of the organization.
- Respects confidentiality and secures the trust of other parties.
- Demonstrates efficiency and persistence, managing own time and ensuring engagement deadlines and objectives are met.
- Keeps the Chief Financial Officer informed of critical issues and incidents.
- 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.
- Assists in leadership and guidance in the development of goals and annual plan.
- Serves as a consultant to other departments as directed when questions arise.
- Develops and manages the Auditing budget; develops and prepares auditing and inventory schedules.
- 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: 11/15/22; BOARD APPROVED: 12/13/22; REVISED: RT, MQ, MF, ER 04/25/25 MV; BOARD APPROVED: 05/13/25

MANAGER, 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					