**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6435
Pay Grade: E04

FLSA: Exempt

# SENIOR AUDITOR

## MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration or related field plus three (3) years of progressively responsible related experience. Demonstrated proficiency in computer software spreadsheets, and word processing programs. Possession of a valid state of Florida Class E noncommercial driver's license. A year of related experience may be substituted for each year of the educational requirement stated above.

**PREFERRED:**
Auditing certification, as evidenced by a CPA, MBA, CIA, CGAP, or CFE. Experience in public school finance or governmental accounting. Experience in the development and implementation of audit programs.

## MAJOR FUNCTION

Performs advanced-level professional auditing work to evaluate the effectiveness of internal controls, risk management, and governance processes across the district. Leads and manages internal audit engagements, provides guidance to other auditors when serving as the lead on an audit assignment, and provides strategic recommendations to strengthen financial accountability and operational efficiency. Plays a key role in safeguarding district assets, ensuring compliance with laws and policies, and supporting a culture of transparency and continuous improvements. Work is performed independently with consistent exercise of discretion and judgment and is reviewed through conferences and reports.

## ESSENTIAL RESPONSIBILITIES

- Plans and conducts internal audits of schools, departments, and district programs in accordance with governmental auditing standards and School Board policies to assess the reliability and integrity of financial and operational information.
- Leads assigned audits, including planning the engagement, assigning tasks to audit team members, monitoring progress, and reviewing completed work for accuracy and adherence to standards.
- Examines, analyzes, and tests financial records, internal controls, and operational procedures to evaluate compliance with generally accepted accounting principles (GAAP), state laws, and Florida Department of Education regulations.
- Performs complex data analysis and interprets financial and operational results to identify risks, inefficiencies, and areas for process improvement.
- Prepares and presents well-documented audit reports that summarize findings, assess risk levels, and provide actionable recommendations for management.
- Facilitates audit entrance and exit conferences, and communicates findings professionally and constructively to principals, department heads, and district leadership.
- Conducts follow-up reviews to evaluate the implementation of management's corrective actions and assess ongoing risk exposure.
- Participates in developing and prioritizing the annual internal audit plan using risk assessment methodology.
- Provides guidance and mentorship to audit staff and contributes to internal training and development initiatives.
- Instructs school bookkeepers and principals on accounting procedures and School Board financial policies to strengthen local financial management practices.
- Supports school bookkeepers by answering questions related to accounting software and procedures; may serve as liaison with software vendors to address issues or implement updates.
- Maintains organized, accurate, and detailed audit documentation and workpapers that support conclusions and ensure audit quality.
- Assists in preparing formal audit responses and rebuttals in collaboration with school or department personnel.

| ESSENTIAL RESPONSIBILITIES (CONTINUED) |
|---|
| • Communicates with external agencies, such as the Department of Revenue, to ensure clarity and consistency in the application of sales tax, accounting, and compliance procedures.<br>• Applies current knowledge of auditing, internal controls, and accounting practices to review capital assets, procurement, cash handling, and other high-risk financial activities.<br>• Utilizes the Florida Chart of Accounts to prepare and review revenue and expenditure statements and financial reports by fund.<br>• Develops reports and data visualizations to support management's financial decision-making processes.<br>• Uses computer software applications, including spreadsheets and audit tools, to analyze data and prepare audit reports.<br>• Maintains current knowledge of relevant auditing standards, financial regulations, and School Board policies and recommends procedural updates as needed.<br>• Supports investigations of suspected fraud, waste, abuse, or noncompliance, and prepares documentation for review by leadership or legal counsel.<br>• Promotes ethical practices, accountability, and transparency throughout the organization.<br>• Performs other related duties as assigned. |
| **TERMS OF EMPLOYMENT** |
| *Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.*<br><br>*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*<br><br>*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: 3/00 AK; BOARD APPROVED: 6/13/00; REVISED MF & D&R: 4/04 AK; REVISED FORMAT, SALARY SCHEDULE, QUALIFICATIONS, ER, ADA, 11/12 LM; BOARD APPROVED: 4/09/13; REVISED PREFERRED, 10/13 LM; REVISED MQ, PREFERRED, ER 01/10/20 LM; BOARD APPROVED: 01/28/20; REVISED: RT, MQ, MF, ER 04/25/25 MV; BOARD APPROVED: 05/13/25; REVISED: FORMAT 09/26 CS; |

**SENIOR AUDITOR**

| 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 | | | | |