

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Internal Audits

QUALIFICATIONS

- Bachelor's Degree in accounting, finance, business, auditing, or other closely related field.
- Minimum of five (5) years' experience in performing audits within a large entity and Florida CPA (Certified Public Accountant), CIA (Certified Internal Auditor), or CIGA (Certified Inspector General Auditor).
- Experience in the development and implementation of internal audit programs for evaluating internal controls over assets and finances and ensuring compliance with applicable rules and governmental policies.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of governmental regulations, procedures, and constraints related to internal audit issues.
- Knowledge of current computing technologies and software applications appropriate to the position job responsibilities.
- Knowledge of and commitment to decentralized decision-making and accountability for results.
- Ability to interpret and apply school board and administrative rules.
- Ability to analyze data and communicate the information.
- Ability to review information and formulate alternative solutions to problems.

SUPERVISION

REPORTS TO **School Board's Designee** - Executive Director, Legal Services
SUPERVISES Assigned Personnel

POSITION GOAL

To design, implement, and coordinate the district's internal auditing function to assure conformance with Florida law, including but not limited to 1001.42, F.S., school district policies, state and federal regulation, and established auditing principles and procedures; to conduct objective methods to evaluate current processes, conduct internal validation measures and provide analyses, appraisals, and make recommendations concerning the activities reviewed; to review coverage of functional and operating business units and focus on financial, IT, and operational processes; and to provide the district's leadership with information about the adequacy and effectiveness of the district's internal controls and the quality of performance and achievement of objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness and efficiency of risk management, control, and governance processes.

PERFORMANCE RESPONSIBILITIES

1. *Supervise and perform financial, operational, and information system audits, inspections, and special reviews in accordance with Government Auditing Standards and standards issued by the Association of Inspectors General.
2. *Examine financial records and operational areas to ensure conformity with generally accepted accounting principles, Federal and State laws, Board policies, administrative directives, procedures manuals, strong internal controls, and sound business practices.
3. *Review and evaluate computerized systems of the school district to ensure the adequacy of controls, compliance with established procedures, and the efficiency of system processing and other operations.
4. *Plan the scope of the audit/inspection/special review, prepare audit/inspection/special review of programs, and determine procedures to use in the audit/inspection/special review.
5. *Identify key internal control points of a system and evaluate system effectiveness and efficiency through the application of the knowledge of business systems.

MANAGER, Internal Audits, Page 2

6. *Obtain, analyze, and appraise data as a basis for an informed, objective opinion of the activities audited for reports to management and the School Board.
7. *Prepare audit/inspection/special review reports, discuss reports with appropriate administrators, and appraise the adequacy of the corrective action taken to improve deficient conditions.
8. *Perform ongoing financial verification of the financial records of the school district.
9. *Perform a comprehensive risk assessment of all areas of the school system every five (5) years.
10. *Prepare audit reports of findings and provide said reports directly to the Superintendent and School Board.
11. *Follow adopted policies and procedures in accordance with School Board priorities.
12. Perform other duties as assigned by the Executive Director, Legal Services.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G **\$56,375 - \$88,753**

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 06
Function Vary
Job Code 1371
Survey Code 75019

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 21, 2020

ADA Information Provided by Serita Beamon
Position Description Prepared by Serita Beamon