



The School Board of Polk County

<https://www.polk-fl.net>

Job Description

Position Title: Coordinator, Senior Internal Auditor, School Board
FLSA Status: Exempt
Salary Grade, if non-union: SG19
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to provide the School Board with information about the adequate and effectiveness of the district's system of internal controls and the quality of performance in carrying out Board assigned responsibilities. The Senior Internal Auditor will furnish the School Board with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed.

Essential Functions of this Job:

Coordinate and supervise the performance of financial operational, compliance and performance audits and special reviews. Examine financial records and operational areas to ensure conformity with generally accepted accounting principles, Federal and State laws, State Board Rules, School Board Policy, administrative directives, procedures manuals, and best business practices. With the Director, Internal Audit, annually plans the scope of the audit, prepares audit programs, and determines the procedures to be used in the audit. Obtains, analyzes and appraises data as a basis for an informed, objective opinion of the activities being audited for reports to the School Board. Directs, counsels and instructs staff assigned to the audit and reviews their work and draft report for sufficiency of scope and accuracy. Prepares and reviews audit reports, discusses audit reports with appropriate administrators and appraises the adequacy of the corrective action taken to improve deficient conditions. Conducts special investigations as required. Must always be aware of fraud indicators, be alert to opportunities that could allow fraud, and evaluate the need for additional investigation. Reports to the Director, Internal Audit. Continue professional education in order to maintain proficiency and to satisfy professional certification requirements.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Extensive experience in performing and supervising internal audit staff with at least 3 years' experience. Proven experience in the development and implementation of internal audit programs that maintain internal control over assets and finances and that ensure compliance with regulatory agencies, and Board Policy. Firsthand knowledge of governmental regulations, procedures and constraints. Must be able to interpret policies, rules, regulations, grants and contracts and determine adherence to requirements in these documents. Comprehensive knowledge of Excel and Word. Ability to effectively communicate orally and in writing. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

Graduation from an accredited college or university with a Bachelor's degree in Accounting or related field. Certified Public Accountant or Certified Internal Auditor preferred. Must be knowledgeable of Government Auditing Standards.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Local Code: 9556

EEO5: 44

Approval Date: 2011-02-23

Date Last Revised: 2017-05-18

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.