



NEW: Submitted:  
12/21/2024 12/17/2024

JOB TITLE:	AUDITOR
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8070
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Recommends and monitors internal controls relative to fiscal compliance, inventories, budgets, personnel management, etc. Must be able to work independently with minimal supervision. This position requires considerable technical work involving complex factors and decision making, in areas where there is little precedent.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs risk-based audits of activities throughout JCPS; under the direction of the Director of Internal Audit, this includes planning, determining the scope, organizing, performing detail testing of transactions and documenting the results of audit steps performed

Determines compliance with relevant policies, procedures, contracts and regulations

Performs audits designed to identify fraud risk on cash transactions

Performs audits designed to identify theft of non-cash items

Performs investigations and documents results, as needed

Performs follow up activities on corrective action plans developed based on the audits performed

Communicates the results of the audit activities orally and in writing

Maintains an independent and objective attitude in the performance of all activities

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching.? The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek).? Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).?

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of experience in accounting

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Bachelor's Degree in accounting or business
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Certified Internal Audit designation
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Experience in a diverse workplace
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