



DUVAL COUNTY PUBLIC SCHOOLS
invites applications for the position of:

Director, Internal Auditing (Extended)

SALARY: \$76,000.00 /Year

OPENING DATE: 11/30/17

CLOSING DATE: 12/11/17 11:59 PM

JOB SUMMARY:

Provides administrative leadership for the Internal Auditing Department through planning audits and reviews of operations and training of school bookkeepers; organizing the structure of the internal audit and school bookkeeper support functions; staffing audits or reviews of operations and technical support for school bookkeepers; directing staff in effectively and efficiently accomplishing tasks; and monitoring the overall accomplishment of strategic goals and objectives for the department.

ESSENTIAL FUNCTIONS:

1. Directs audit staff in performing financial and operational audits and reviews of internal accounts, full-time equivalent (FTE) reporting, and department functions in accordance with Generally Accepted Government Auditing Standards and Standards for the Professional Practice of Internal Auditing, as appropriate.
2. Directs assigned staff in training and supporting school bookkeepers to ensure compliance with applicable laws, rules, and policies and procedures, as well as maintenance of effective internal controls.
3. Supervises and trains assigned Internal Auditing staff, conducts performance appraisals, makes employment and discipline recommendations, and coordinates work assignments.
4. Oversees preparation of audit and review reports, facilitating communications with appropriate levels of management, and evaluating the adequacy of corrective actions(s) proposed and/or implemented.
5. Oversees planning for the overall scope of internal accounts, FTE reporting, and department functions audits and/or reviews.
6. Oversees investigations, determines causes, and makes recommendations for preventing, detecting, or deterring irregularities and errors, as well as fraudulent activities.
7. Oversees examinations of monthly financial reporting from school administrators for school internal accounts activities.
8. Oversees the development, recommendation, and implementation of policies, programs, and procedures for internal accounts and auditing.
9. Coordinates responses to inquiries regarding interpretation and application of policies, procedures, rules, and regulations.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in business administration, accounting, finance, public administration, or appropriate area from an accredited college or university (Master's degree preferred).

Experience: Minimum of five (5) years in governmental accounting or auditing. School district business administration experience preferred.

Certifications & Licenses: Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of governmental accounting

- Knowledge of Generally Accepted Government Auditing Standards
- Knowledge of the fundamentals of accounting and budgeting
- Knowledge of school laws and regulations affecting fiscal management
- Knowledge of public school administration
- Strong business communications skills
- Strong supervisory skills
- Strong oral, written, and interpersonal communication skills
- Strong word processing and spreadsheet skills
- Strong analytical skills
- Strong time management skills
- Strong creative problem solving skills
- Strong organizational skills
- Ability to establish and maintain internal controls, which meet accounting and audit standards
- Ability to exercise sound independent judgment
- Ability to design workflow and procedures
- Ability to manage team activities
- Ability to implement continuous improvement processes
- Ability to read and interpret rules, regulations, policies, and procedures
- Ability to investigate and determine causes for irregularities and errors
- Ability to communicate effectively with all employee groups

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.duvalschools.org/jobs>

Position #1718-00140
DIRECTOR, INTERNAL AUDITING (EXTENDED)
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1701 Prudential Drive
Jacksonville, FL 32207
(904) 390-2840
(904) 390-2395

Director, Internal Auditing (Extended) Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in business administration, accounting, finance, public administration, or appropriate area from an accredited college or university?
 - Yes
 - No
- * 2. Do you have a minimum of five (5) years in governmental accounting or auditing?
 - Yes
 - No
- * 3. Are you a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)? (Required)
 - Yes
 - No
- * Required Question