



NEW: Revised:  
12/21/2024  
07/01/2019

Submitted:  
12/17/2024  
06/11/2019

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 risked-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**

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.~~

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

DESIRABLE QUALIFICATIONS
Bachelor's Degree in accounting or business
Certified Internal Audit designation
Experience in a diverse workplace



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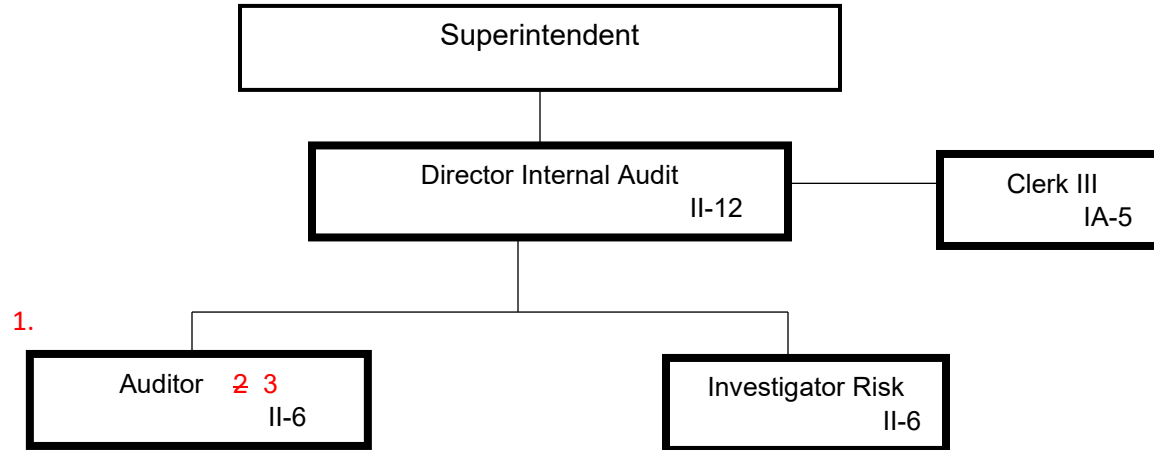
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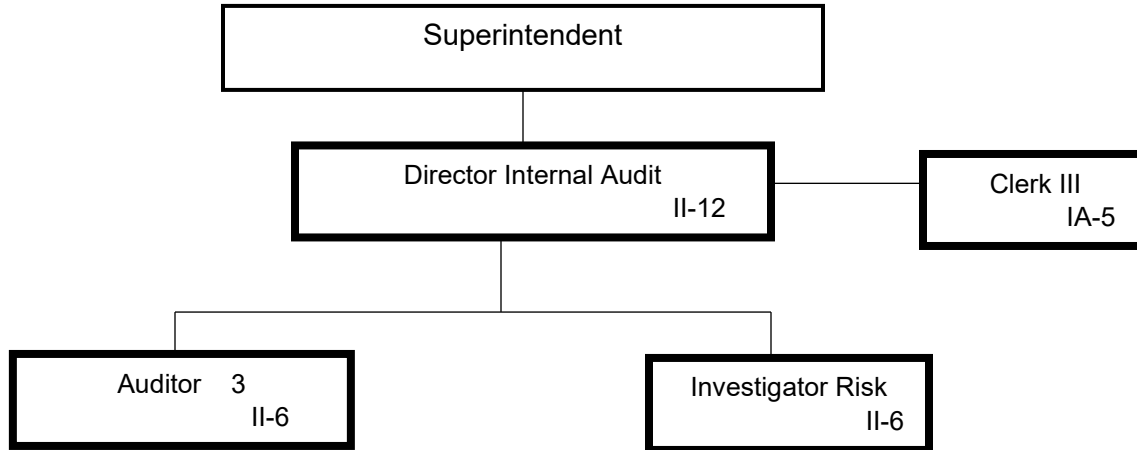


1. Add 1 Auditor II-6 position.

Summary:

General Fund Positions: ~~5~~ 6  
Categorical Fund Positions: 0

Submitted: ~~05/14/2019~~ 12/17/2024  
Effective: ~~07/01/2019~~ 12/21/2024



Summary:

General Fund Positions: 6  
Categorical Fund Positions: 0