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**JOB DESCRIPTION: INTERNAL AUDITING SPECIALIST**


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<b>DEPARTMENT:</b>	Legal	<b>REPORTS TO:</b>	Executive Director, Professional Standards
<b>JOB CLASS:</b>	Specialist	<b>PAY GRADE:</b>	18
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	6/20/1017

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Internal Auditing Specialist will enhance the district's performance and accountability by promoting an economical, efficient, and effective environment based on sound and practical internal controls through audit recommendations. The Internal Auditing Specialist is responsible for providing reasonable assurance that internal controls are operating the way they are designed to work to support daily operations. The Internal Auditing Specialist works with objectivity, being independent from the daily operations to deliver an unbiased viewpoint and fairly assess, with integrity, how processes are working. The Internal Auditing Specialist will provide a valuable perspective by being able to analyze current processes to highlight what is working well and provide recommendations for improvement.

**ESSENTIAL POSITION FUNCTIONS:**

- Analyze the effectiveness and efficiency of operations by conducting in depth audits & provides recommendations for best course of action
- Plan and execute internal audits, either financial or performance in nature, of FLVS departments to ascertain compliance with applicable statutes, rules, policies and standards
- Evaluate internal controls of departments to ascertain compliance with applicable statutes, rules, policies and standards
- Assist departments in implementing approved recommended actions following completed internal audits
- Assist in training of FLVS staff to improve and maintain adequate internal controls
- Apply ethical principles and values to the activities being audited
- Maintain an understanding of FLVS objectives, structure, policies, processes, and internal controls
- Maintain independence and objectivity in appearance and in fact with those entities that are audited
- Develop and customize individual audit plans and programs, and identifies expected outcomes/results for each audit assigned
- Obtain reliable, relevant and sufficient evidence and evaluates critically
- Analyze and appraise the efficiency and effectiveness of business processes
- Present findings and proposes recommendations to Executive Director Professional Standards and General Counsel addressing the root causes of issues and impact to the district
- Verify information by comparing and analyzing items to documentation
- Complete audit work papers by documenting audit tests and findings

- Review State Statutes affecting audits which directly impact FTE
- Discuss audit findings and their impacts, professionally and confidently with appropriate levels of the organization
- Comprehend and interpret federal and state laws, rules and regulations and board policies to identify instances of school non-compliance with such laws, rules, regulations and policy
- Contribute to team results by helping others accomplish related job results as and where needed
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

#### **MINIMUM REQUIREMENTS:**

##### ***Education/Licensure/Certification:***

- Bachelor's degree in accounting, business administration, finance, information technology or a related field
- CPA, CISA or CIA certification, preferred

##### ***Experience:***

- Requires three (3) to five (5) years of experience in internal auditing with governmental accounting or finance experience helpful.
- Experience in a public-school district, preferred

##### ***Knowledge, abilities and skills:***

- Auditing techniques such as analytical review procedures, statistical sampling methods, quantitative methods, reconciliation methods, flowcharting, and work paper preparation methods and documentation
- Risk analysis for evaluation of internal controls
- Auditing procedures for writing and amending audit programs
- Analyze financial and program information
- Conduct comprehensive interviews
- Organize observations and document auditing results
- Research compliance and operational issues and state or federal regulations applicable to school districts
- Collect evidence, document work papers and identify audit exceptions
- Establish priorities and coordinate diverse and complex work assignments
- Ability to efficiently coordinate multiple projects under the pressure of deadlines
- Effective verbal and written communication
- Knowledge of current applicable federal, state, school district laws, codes and regulations related to the area of auditing

**CORE COMPETENCIES FOR SUCCESS:**

<b>COMMUNICATION SKILLS</b> <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<b>CUSTOMER FOCUS</b> <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<b>PEER RELATIONSHIPS</b> <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	<b>CREATIVITY</b> <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
<b>SELF KNOWLEDGE</b> <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<b>PLANNING</b> <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
<b>ORGANIZING</b> <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<b>PROBLEM SOLVING</b> <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<b>DRIVE FOR RESULTS</b> <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of</i>	

<i>planning; Consistently seizes opportunities; Consistently exceeds goals</i>
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**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC or Remote, when authorized
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*