Duval County Public Schools
Executive Director, Internal Board Auditor (6897)

JOB POSTING

Job Details

Title
Executive Director, Internal Board Auditor

Posting ID
6897

Job Summary

Serves as an independent appraiser who oversees the entire audit process of the District to ensure financial, operational, and compliance integrity. Supervises other audit employees, develops and executes audit plans, examines and evaluates audit activities, including internal controls and the quality of performance of every functional and program area. Performs ongoing financial verification of district financial records, a comprehensive risk assessment of all areas every 5 years, and other audits and reviews as directed by the board and state. Determines the adequacy of internal controls designed to prevent and detect fraud, waste, and abuse; compliance with applicable laws, rules, contracts, grant agreements, district school board approved policies, and best practices; efficiency of operations; liability of financial records and reports; safeguarding of assets; financial solvency; projected revenues and expenditures; rate of change in the general fund balance. Prepares audit reports and provides findings directly to the School Board or its designee. Serves as the external liaison for any independent financial or performance audits.

Essential Functions

1. Conducts performance and financial audits of all departments, offices, activities, programs under the control of the School Board in accordance with Government Auditing Standards as outlined in statute and board policy; and expenditures incurred by the School District.
2. Develops a comprehensive audit plan for the year, outlining scope, objectives, timing and resource allocation, and submits to School Board for approval. Updates plan regularly based on evolving needs, risk assessments, and board feedback.
3. Administers and enforces GAAP (Generally Accepted Accounting Principles) compliance and as required by state law.
4. Collaborates with the Superintendent for reviews of the audit findings.
5. Performs unscheduled audits deemed necessary by the School Board.
6. Compiles, analyzes, and presents audit findings to the board in a clear, concise, and actionable manner. Ensures reports are timely, accurate, and adhere to professional regulations.
7. Directs, oversees, and evaluates each direct report, providing leadership and training on internal controls and fraud awareness.
8. Performs ongoing financial verifications, and investigates and determines causes for irregularities and errors in all financial records.
9. Recommends enhancements to audit process, tools, and methodologies to improve efficiency and effectiveness. Monitors industry best practices and changes in regulations to ensure the district is compliant and up to date.
10. Acts as the primary liaison for all external audit firms and reviews, facilitating efficient communication with external reviewers and providing all necessary documentation promptly.
11. Performs other duties as assigned.

Qualifications

Education: Master’s Degree in Auditing, Accounting, Finance, Business Administration, or related field or eligibility to sit for the CPA exam based on upper level hour equivalency (as provided in Florida Department of business and Professional Regulations rules).

Experience: Ten (10) years full-time auditing, including 5 years of supervising financial, compliance, operational, and/or Single Audit projects. Experience in school district and/or governmental auditing preferred.

Certifications & Licenses: Must possess and maintain current a Certified Internal Auditor (CIA) or Florida Certified Public Accountant (CPA) certification.
Knowledge, Skills, and Abilities

- Comprehensive knowledge of auditing principles, standards, and procedures
- Comprehensive knowledge of financial analysis cost accounting
- Comprehensive knowledge of investment forecasting techniques
- Comprehensive knowledge of SAP Financials
- Knowledge of cash management and investments
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of government regulations, procedures, and constraints
- Knowledge of organizational effectiveness
- Knowledge of policy formulation
- Knowledge of strategic goal setting process
- Knowledge of budgeting, accounting, internal controls, and fiscal affairs
- Knowledge of organization and management theory and practices
- Strong oral, written, and interpersonal communication skills
- Strong audit software skills as well as standard office software proficiency
- Strong analytical, organizational and presentation skills
- Ability to handle sensitive information with discretion and to maintain confidentiality
- Ability to work with diverse groups
- Ability to collect, analyze and interpret data
- Ability to design workflows and procedures and to effectively facilitate meetings
- Ability to implement continuous improvement processes

Shift Type       Full-Time
Salary Range     $100,000.00 / Per Year
Location         DISTRICT BASED

Applications Accepted
Start Date       12/06/2023
End Date         12/13/2023