

# Leon County Public Schools Classification Specification

Salary Grade 26

## Summary Information:

**Classification Title:** Internal Auditor **Date Prepared:** 04/2003  
**FLSA Status:** Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

## Activity Identification

### Activity Name

362	Audit - Student Activity Funds	Conduct an audit of the student activity funds in the schools.
363	Audit - Food Service Program	Conduct audits of school food service operations.
364	Audit - Textbooks	Review textbook orders. Audit textbook inventories.
368	Operations Audit	Conduct and/or coordinate audits/investigations of departments and/or functions. Analyze data and report findings and recommendations.
361	Audit Programs	Develop and maintain internal audit programs for the various departments, programs and/or functions audited. May include more than a financial review.
365	General Internal Audit	Audit programs other than textbooks, food service and student activity.
312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
999	Assigned Duties	Perform other duties as assigned.

## General Classification Specification Factors:

**Education/Experience:** B.A. Degree or B.S. Degree with three years related experience; or  
 A.A. Degree with five years related experience; or  
 High School diploma or equivalent with seven years related experience

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003