

Staff Auditor II

Please use the following link to apply and submit required documents for this position: <https://careers.hrdadeschools.net/job-invite/6837/>

OCCUPATIONAL SUMMARY

As an entry-level position, on-the-job training will be provided specific to this position to perform or assist in financial, operational and performance audits, designed to provide an assessment of District Schools, business programs, activities, or functions (both capital and non-capital) in order to promote District accountability, reduced costs, safeguard assets, improve services and facilitate decision making by the School Board, Audit Committee, Superintendent and senior staff responsible for overseeing or initiating corrective action.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in a Business-related field.
2. As an entry-level position, solid knowledge of accounting principles and proficiency in use of computers and computer accounting software programs.
3. Demonstrated ability to communicate effectively in both oral and written forms.

EXAMPLE OF DUTIES

1. Assists the immediate supervisor in planning the scope of the audits and prepares or assists in preparing audit programs.
2. Assists the immediate supervisor in planning the audit procedures to be used.
3. Performs or assists in the performance of audits and identifies the key internal control points of a system and evaluates and tests the system's effectiveness.
4. Examines financial records and operational areas to ensure conformity with generally accepted accounting principles, good business practices, Federal and State laws, School Board policies, administrative directives, and manuals.
5. Evaluates program or activity effectiveness through the application of the auditor's knowledge of business systems including financial, purchasing, and other operations and an understanding of auditing techniques.
6. Obtains, analyzes and appraises audit data as a basis for an informed objective opinion of the adequacy of activities being audited.
7. Assists in the preparation of audit reports and assists in discussing the reports with appropriate administrators.

8. Appraises the adequacy of the corrective action taken to implement past recommendations.
9. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

The **APPLICATION DEADLINE** is **Monday, July 7, 2025**

Please attach:

- UPDATED RESUME and
- TWO PROFESSIONAL LETTERS OF RECOMMENDATION (signed or electronic signature and dated within the past 12 months) to your online candidate profile.

Questions should be addressed to Mr. Jorge Rubio, District Director, at 305-995-7247 or by via email at jrubio@dadeschools.net

or contact us at: <https://www.hrdadeschools.net/adminjobs/>

Our Careers Page: <https://careers.hrdadeschools.net/go/Administrative-&-Technical-Opportunities/9717500/>