P EC 10/11 147

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580FAX 304-329-0720
NOTICE OF VACANCY FOR SUPPLEMENTAL CONTRACT
SCHOOL FINANCIAL REPORTS AUDITOR

Posting Date : January 19, 2011 **Closing Date: January 19, 2011**
Title: School Financial Reports Auditor **Location:County Office**
Salary: $20.00 per hour not to exceed 100 hrs. **Budget Source: County funds**

Employment Term: June 10, 2011 until all audits are completed.

Supervisor: Treasurer/Chief School Business Official

Certification: As set forth noted in the Government Auditing Standards issued by the controller General of the United States (see attached sheet)

Requirements:

Must be trained or experienced in:

1. **Bookkeeping**
2. **Accounting procedures**
3. **Audit procedures**
4. **Typing**
5. **Filing**
6. **Other skills required to successfully audit school financial records**
7. **Sign and Follow Preston County Employee Code of Conduct**
8. **Confidentiality**

Duties include but may not be limited to:

1. **Audit annual financial records for each Preston County School inaccordance with the Accounting Procedures Manual for Schools.**
2. **Prepare written Audit Report for each audit.**
3. **Identify findings and recommend improvements.**
4. **Report Audit Findings to school principals at August/September Principals Meeting.**
5. **Assist school financial secretaries / accountants to correct findings as necessary.**
6. **Other audit-related duties as assigned.**

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.