

P EC 10/11 177

Reposted

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580 FAX 304-329-0720

**NOTICE OF VACANCY FOR SUPPLEMENTAL CONTRACT
SCHOOL FINANCIAL REPORTS AUDITOR**

Reposted for accurate employment term

Posting Date: January 28, 2011 Closing Date: February 3, 2011
Title: Auditor School Financial Reports Location: County Office
Salary: \$20.00 per hour Budget Source: County funds
Supervisor: Treasurer/Chief School Business Official

Employment Term: at the end of the 2010-2011 school year/not to exceed 100 hours.

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 in accordance 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.