Position Title: Director of Quality Control

Qualifications:

Education: BA/BS from a regionally accredited University/Program in Accounting

Certification: Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) required

Experience: Eight (8) years relevant and progressive work experience with demonstrated experience both commonplace and unusual audit situations and investigations sufficient to plan and administer appropriate audit programs and scope of work. Experience in auditing public school districts within the state of Florida

a. Five (5) years of experience in performing, planning audits, and supervising/leading audit staff

b. Three (3) years of auditing experience

Job Goal / Scope:

The Director, Quality Control assists the Chief Financial Officer in managing risks, including financial, operating and other business risks by measuring and evaluating the effectiveness of business processes or procedures and recommending enhancements or corrective actions needed. Perform responsible work effectively managing all of the quality control activities for the School Board of Brevard County. The Quality Control function is established to add value and improve the District’s operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of business processes and procedures. All Quality Control functions are conducted to assure compliance with the District’s goals, objectives and policies, as well as State statutes. The Director, Quality Control also coordinates and directs reviews of approved department budgets or programs.

Knowledge, Skills, & Abilities:

General:
1. Knowledge and use of time management and organizational systems
2. Skill in meeting and exceeding customer expectations within the precincts of policy, procedure, and sound judgement
3. Skill in active listening and social perceptiveness
4. Ability to communicate effectively orally and in writing
5. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
6. Ability to sustain focus and attention to detail for extended periods of time

Job Related:
7. Must be knowledgeable with Government Auditing Standards, audit plans, audit procedures, and auditing standards
8. Knowledge of governmental regulations, procedures and constraints
9. Ability to analyze complex situations and communicate the issues involved in clear and concise language to a variety of individuals
10. Ability to problem solve and develop a plan of action to remedy various situations
11. Ability to interpret policies, rules, regulations, grants and contracts and determine adherence to requirements in these documents
12. Knowledge of Microsoft Excel and Microsoft Word
13. Ability to interact and communicate at a professional level with School Board Members, high level administrators, district staff, school staff, constituents, State Attorney’s office, Police/Sheriff Departments and others
14. Ability to make independent judgements and analysis

Performance Responsibilities:

Essential Functions:
1. Coordinates and supervises the examination and evaluation of the adequacy and effectiveness of business processes and procedures
2. Performs annual assessment to determine the type and scope of reviews to be performed
3. Prepares an annual plan, based on risk assessments and other analyses and evaluations, of reviews to be conducted each year
4. Assesses whether or not the District has met its responsibilities in complying with laws, regulations, policies, procedures, contract, and agreements
5. Provides consulting services, conducts special investigations, as necessary
6. Coordinates, directs and reviews all reports issued from Quality Control department
7. Manages the Quality Control department’s activity so that resources are efficiently and effectively employed
8. Assure that all work performed in Quality Control conforms to professional standards
9. Participates in various meetings with Superintendent’s Cabinet, Principals and other district and school staff to inform them of common review findings and that they are aware of the areas where most findings occur
10. Coordinates with other departments and district staff to provide training for school administrators and financial secretaries concerning policies and procedures to be followed in their daily activities regarding business processes
11. Coordinates response to and implementation of Auditor General/external auditor audit findings
12. Reports to the Chief Financial Officer and Superintendent all Quality Control reviews and activities
13. Aware of fraud indicators, alert to opportunities that could allow fraud, evaluate the need for additional investigation, and notify the proper authorities
14. Work closely with School Board Attorney, Employee Relations, and State Attorney’s Office during investigations
15. Attend continuing professional education in order to maintain proficiency and to satisfy professional certification requirements

**OTHER FUNCTIONS**

16. Perform other duties as assigned commensurate with the skills and abilities of the position
17. Provide outstanding customer service and use positive interpersonal communications skills
18. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission.
19. Ensure compliance with Board rules and applicable federal laws and regulations

**Physical Demands & Working Conditions:**

**Light:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently.

**Physical Activity:** Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing and Visual Acuity.

**Working Conditions:** Indoor office environment most often with Indoor/Outdoor movement between locations frequently. Intermittent noise and activity level. Travel between sites frequently.

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**Draft Developed By:** Pennie L. Zuercher
**Compensation Services:** Rochelle Schwindt
**Labor Relations & Professional Stds Services:** Rick Morton
**Classification Approved:** Dr. Carol Kindt

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Brevard Public Schools is an equal opportunity employer. Brevard Public Schools will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.