

TITLE: CITY AUDITOR
LEVEL: M-15 \$83,539 - \$101,900
DEPARTMENT: AUDITOR'S OFFICE

FUNCTION: Plans, directs and coordinates accounting functions for the City, ensures compliance with statutory requirements and City policies, conducts regular audits of transaction processing and reporting; and provides support to the Chief Financial Officer (CFO) in the development and implementation of the annual budget.

SUPERVISION RECEIVED: Works under the general supervision of the CFO.

SUPERVISION EXERCISED: Supervises employees of the City Auditor's Office.

ESSENTIAL DUTIES & RESPONSIBILITIES: Prepares financial statements and reports as required by statutory authority, financial reporting standards and outside auditors.

Under the general guidance of the CFO, develops financial policies and makes recommendations regarding management of the City's fund structure, fixed accounting and general ledger systems.

Provides functional supervision of City accounting systems and ensures that entries comply with the Chart of Accounts and data integrity is properly maintained.

Provides assistance to the CFO with development of the annual budget, working closely with City staff and management to analyze individual requests and develop assessments regarding potential options.

Ensures the timely completion and accuracy of all payroll and vendor warrants and journal entries, and works with departments and other staff to ensure proper posting.

Certifies the availability of sufficient unencumbered balances to cover purchases and contracts.

Ensures accurate and timely reports regarding budget implementation and the financial status of City funds, and disseminates financial information as required by the State, outside auditing standards and City policy.

Ensures the preparation and maintenance of records, documents and reports, and verifies accuracy in compliance with local, State and Federal requirements.

Maintains the custody and safekeeping of historical financial records in compliance with State laws governing retention, and ensures efficient access to those records.

Directs pre-audit activities, prepares year-end reports, and conducts continuing audits of all municipal payrolls and accounts payable. Assists the City's outside auditors by obtaining and providing requested source documents.

Serves as an ex-officio member of the New Bedford Retirement Board.

Assists the Office of the CFO in the development of long-range forecasts and general management of the City's financial systems.

Manages the operations of the Auditor's Office, provides leadership to assigned staff and maintains effective working relationships with employees, City officials and the public.

Completes other duties as assigned or established by statute or ordinance.

The duties listed above are illustrations of the various types of work to be performed. The omission of specific statements does not exclude them from this position.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

QUALIFICATIONS: Knowledge equivalent to a Bachelor's Degree in accounting, finance, business or public administration, or a closely related field, and at least seven years' progressively responsible relevant experience. A CPA, while not required, is highly desirable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment, not subject to extremes in temperatures, noise, odors, regular interruptions to assist employees and citizens; may spend extended periods at terminal, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.