

City Auditor

SUMMARY/PURPOSE

To plan and direct the financial and fiscal compliance, program, and operational audits of all City departments, programs, and related agencies. This involves directing and supervising a professional staff to ensure adherence to generally accepted accounting principles, governmental auditing standards, and federal uniform guidelines, coordinating audits, and communicating the results to the Finance Director, Chief Administration Officer, and elected officials.

DISTINGUISHING FEATURES OF THE CLASS

The City Auditor position primarily oversees the accounting and cash management operations of the City. This includes accounts payable, accounts receivable, grant accounting, collection services, preparing the City's annual Comprehensive Annual Financial Report (CAFR), and working as the direct contact with the Office of the State Auditor in their audit of the City's CAFR. In addition, the City Auditor is involved in daily cash management, investing City funds, managing banking and investment relationships, overseeing the City's collection of special assessment billings, and overseeing the City's sales tax/tourism tax operation. The City Auditor is responsible for independent audit of the management of City departments, offices, and programs, analysis of financial management practices, and surveillance of municipal fiscal contracts. The Auditor provides guidance and direction to all City departments on how best to achieve their financial objectives and goals, be compliant with financial regulations, and/or meet a specific accounting requirement. This classification serves as an advisor and resource to the Finance Director and works to ensure effective and efficient management of the City's operations, compliance with all relevant laws and regulations, and responsible and transparent financial practices. In addition, the classification includes the statutory responsibility of the City Treasurer when such position is unfilled. A broad latitude as to choice of detailed operating procedures is authorized, within the limits of accepted professional practice and of policies established by City Administration.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform statutory duties of City Auditor/Treasurer and serve as Acting Finance Director in the absence of the Finance Director.
2. Oversee general accounting and cash management functions, including accounts payable, receivable, and collections, and the preparation of related monthly and annual reporting.
3. Manage banking, investment, and card processing relationships to provide maximum return balanced with appropriate security and to implement best practices in banking and payment methodologies.
4. Maintain compliance with federal, state, and county laws, rules, regulations, standards, and requirements.
5. Examine, coordinate, and manage the audits, both internal and external, of the accounts of all City departments, and determine the form of accounts and reports to be provided for review.
6. Certify according to law, and maintain custody of, all contracts, agreements, or other obligations for the expenditure of public funds entered into by any official of the City government, and no such contract, agreement, or other obligation shall be valid until so certified by the City Auditor.
7. Guide financial decisions and protect assets by establishing, monitoring, and enforcing policies, procedures, and internal controls.
8. Manage employee performance, and provide training, coaching, and mentoring for employees.

9. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
10. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
11. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
12. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
13. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
14. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
15. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Finance, Accounting, Business Administration, or a closely related professional field, and six (6) years of related professional experience in auditing, accounting or finance; OR a minimum of ten (10) years of related education and/or full-time, verifiable professional experience as an accountant or auditor with a government entity or a public accounting firm.
 - B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Certified Public Accountant (CPA) designation preferred.
3. Knowledge Requirements
 - A. Comprehensive knowledge of generally accepted principles and practices of governmental auditing, accounting, GASB standards; financial reporting and internal auditing; municipal organization, management, planning, budgeting, and cost control; principles and model frameworks for internal control systems; principles and practices of information systems security; and City ordinances regulating City activities; City management policies.
 - B. Knowledge of applicable computer software systems related to payroll, budgets, accounting, finance, land records, and taxation.
 - C. Thorough knowledge of federal, state, and local laws, codes, and regulations governing the management of public funds, financial reporting, payroll, employee benefits, and city budget development and administration.
 - D. Knowledge of organizational structure and functional responsibilities of City departments.
 - E. Knowledge of computer assisted auditing tools and techniques; data collection, validation, and analysis; principles of performance measurement; and audit work paper standards and best practices.
 - F. Knowledge of banking operations, registrar/paying agent activities, investment strategy and procedures, cash flows and receivables management procedures, and measurement reporting methods.
 - G. Knowledge of laws and regulations governing investments, banking, collections, debt service, lawful gambling, state and local sales taxes, and special assessments.
 - H. Knowledge of problem-solving and conflict-resolution techniques.

- I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.
 - K. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - L. Knowledge of effective leadership and personnel practices.
 - M. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - N. Knowledge of budgetary and management principles, practices, and procedures.
 - O. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
- A. Skill in conducting audits, performing special investigations, and related projects.
 - B. Skill in tracing transactions and processes from point of origin through journals, ledgers, and related records.
 - C. Skill in determining accuracy and completeness of records and data sets.
 - D. Skill in identifying and evaluating the adequacy of internal controls.
 - E. Considerable skill in complex financial research, analysis, forecasting, and reporting.
 - F. Strong public relations and customer service skills to deal with the public, resolve issues, effectively manage difficult customers, and explain laws and departmental operations and rules.
 - G. Skill in administering complex financial computer systems, budgets, and programs.
 - H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - I. Skill in managing one's own time and the time of others.
 - J. Skill in completing assignments accurately and with attention to detail.
 - K. Skill in mediation and dispute resolution.
 - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - M. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to develop creative alternative strategies and solutions to financial and managerial issues.
 - B. Ability to maintain confidential information in accordance with legal standards and/or City regulations.
 - C. Ability to quickly comprehend financial processes and implications of financial decisions as they impact day-to-day operations and the City's overall financial picture.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to recognize, analyze, and problem-solve a variety of situations.
 - H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - I. Ability to handle difficult and stressful situations with professional composure.
 - J. Ability to establish goals and objectives.
 - K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - M. Ability to manage a budget and work within the constraints of that budget.

- N. Ability to enforce safety rules and regulations.
- O. Ability to maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Q. Ability to exercise sound judgment in making critical decisions.
- R. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- S. Exhibits leadership qualities of dependability and accountability.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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WC: 8810	Pay: 1115-1140	EEOF: Admin/Finance	CC:	Resolution:
FLSA Exemption Type: Administrative				