



JOB TITLE Internal Auditor	DATE June 29, 2017 March 23, 2018
DEPARTMENT Finance & Records	FLSA: Exempt

REPORTS TO – City Clerk/Treasurer/City Administrator

SCOPE OF POSITION

General Statement of Duties: Performs difficult professional and administrative work assisting the City Clerk/Treasurer with performing technical accounting and fiscal management tasks, directing the work of non-supervisory employees, and related work as apparent or assigned. Work is performed under the general direction of the City Clerk/Treasurer and City Administrator. Continuous oversight is exercised over staff Accountants.

Work environment: Indoor controlled office setting.

Supervision Received: Works under the direction of City Administrator and City Clerk/Treasurer.

Supervision Exercised: Oversees and reviews transaction accuracy of complex accounting-related work performed by other finance staff.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the City Administrator and City Clerk/Treasurer.

- Reconciles and balances accounts, maintains the general ledger.
- Insure proper recording of financial accounting items.
- Perform and review various accounts payable and accounting activities.
- Compile data for use in budget preparation.
- Compile data for monthly financial reports.
- Compile figures for the closing out of fiscal accounts.
- Compile reports for grant and program costs.
- Balance ledger accounts.
- Prepare audit workpapers for use in the annual audit.
- Receipt and deposit money as required.
- Reconcile bank accounts and balance cash to the General Ledger.
- Review and perform payroll activities.
- Direct and review reports in conjunction with the closing of the fiscal year for computerized general ledger, accounts payable and payroll modules.
- Assist the City Clerk/Treasurer with election activities, oversees absentee ballot process.
- Provide information, explanation, and assistance to Department heads and the general public.
- Resolve or assist in resolving complaints and problems.
- Assist City Clerk/Treasurer in preparing financial presentations.
- Prepare various federal & state reporting forms.



- Monitor operations to ensure compliance with applicable laws, regulations, rules and policy.
- Provides for the fulfillment of the financial reporting requirements of grants which the City has received.
- Coordinates the annual external financial audit and the preparation of the Comprehensive Annual Financial Report (CAFR). This includes review of GASB pronouncements, and coordination, report preparation and analysis of the City's external audit process.
- Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures.
- Communicates and coordinates accounting policies, practices, and procedures with department and city managers, and officials, vendors, reporting agencies, clients, customers, and the public.
- Examines work for accuracy and conformance to policies and procedures.
- Recommends, designs, and implements any necessary department controls and procedures.
- Provides requested support, such as schedules and data, for the annual budget process.
- Provides departmental assistance with questions relating to payroll, accounts payable, budget to actual reports, and general ledger.
- Assists in supervisory capacity in the absence of the City Clerk/Treasurer.
- Maintains the fixed asset records, including insurance and depreciations schedules; inventories fixed assets and computer equipment.
- Prepares City Transit budget, grant application, and request for funds with assistance from the City Clerk/Treasurer.
- Monitors and prepares monthly and annual reports on garbage, sewer and stormwater; monitors utility billing procedures.
- Assist the City Clerk/Treasurer and City Administrator when called upon..

SKILLS and ABILITIES:

- Considerable ability to create, modify and use spreadsheets, to use computer, calculator, adding machine, copier, etc. Reports, miscellaneous forms.
- Physical Effort: Lifting up to 20 pounds, minimal physical exertion, extended sitting.

MINIMUM QUALIFICATIONS:

- Education: Bachelors Degree in Finance or Accounting.
- Comprehensive knowledge of the principles and practices of Generally Accepted Accounting Principles (GAAP), of Government Accounting Standards Board (GASB) and Governmental Accounting, Auditing and Financial Reporting (GAAFR)
- Ability to follow directives, policies, and procedures which apply to accounting and financing municipal government.
- Must be able to work effectively with the City Council, City Administrator, all staff, and the general public in order to obtain desired results.
- Self-motivated, ability to work independently, yet a team-worker.
- Ability to determine work priorities and accomplish goals within limited periods of time while under pressure.
- Considerable knowledge of spreadsheets, general ledger, and payroll accounting software, word processing.



REVIEWED AND APPROVED BY:



Staff Representative -MAPE

4-3-18
Date



Tom Dicklich, City Administrator

4-3-18
Date