City of Devils Lake
Job Description

Job Title: City Auditor
Grade: 18
Status: Exempt
Date Approved by City Commission:

Job Summary
The City Auditor performs a variety of routine and complex professional, administrative and technical accounting and finance functions in maintaining the fiscal records and accounting systems of the City. Primary duties include planning, organizing, directing and reviewing general procedures, methods and results of budgeting operations, special assessments, the investment programs of the City, revenue collection, budget preparation and expenditures control.

Supervision Responsibilities
Exercises supervision over Auditing/Administrative services employees.

Essential Duties and Responsibilities
The following statements are intended to describe the general nature and level of work being performed by the person assigned in this classification. They are not to be construed as a complete listing of all duties required for the position. Other duties may arise and be deemed necessary and assigned by the City Commission.

- Performs assigned operations to achieve goals within available resources; performs, except as otherwise directed, the functions and responsibilities of City Auditor as prescribed in Chapter 40-16 of NDCC.
- Assists in the coordination of activities among various departments, agencies, offices, boards and commissions.
- Performs cost control activities.
- Monitors revenues and expenditures to assure sound fiscal control.
- Prepares annual budgets.
- Assures effective and efficient use of budgeted funds.
- Gathers information and prepares a variety of reports and related information for City Council decision making purposes and other requests.
- Supervises the collection of fees, utilities, and other receipts in accordance with laws and regulations.
- Responsible for payroll, accounts payable processing, utility and other billings.
- Reconcile accounts; oversee investments of City funds, special assessments, and other fiscal accounting functions.
- Maintains all City financial records.
- Prepares financial reports for federal and state and reimbursement requests.
- Performs financial activities, including processing of receipts, disbursements, revenues, expenditures and adjustments; cash and bank reconciliements; cash receipts; verification and payment of bills; bank deposits; payroll; tax reporting and payments.
- Performs personnel activities, including maintenance of records on payroll, benefits, hours worked, time off, withholding and other personnel records and documents; answering of payroll, benefits and other personnel related questions from employees.
- Performs communications activities including receiving the public, fax & email messages, preparing notices, reports and other information materials.
- Performs various other activities including filing and retrieving public records, researching & gathering information, takes and transcribes minutes for the City Council meetings and various special meetings; maintains permanent records of city meetings and resulting actions; prepares meeting agendas and meeting materials packets in a timely fashion; prepares and monitors work orders and purchase orders; makes reservations and coordinates travel arrangements; maintains inventory of office supplies; issues licenses and permits.
- Coordinates election procedures including providing petitions and other election forms as requested, and posting and publishing election related notices as required.
- Participates in seminars, workshops, and continuing education as appropriate and necessary.
- Performs other duties and assumes additional responsibilities as directed by the Mayor & Council to ensure efficient City operations.

**Qualification Requirements**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and / or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education**

Post-secondary education with emphasis on finance, accounting, personnel management or related field; five (5) years of experience as an administrator or a department head, or any equivalent combination of education and relevant work experience.

**Language Skills**

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing;
and ability to establish and maintain effective working relationships with employees, City Officials and the public.

**Other Skills and Abilities**
Considerable knowledge of modern policies and practices of public administration; knowledge of municipal finance, human resources, public works, public safety, and community development,

Skill in preparing and administering budgets; skill in planning, directing and administering programs; skill in developing plans to solve difficult and sensitive problems.

Ability to guide, direct and motivated employees; ability to work on teams; ability to identify needs of community; and ability to prioritize workload. Requires use of personal computer and modern office equipment

**Special Requirement**
Must possess or be able to obtain a valid driver's license.

**Physical and Emotional 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle feel or operate objects, tools or control; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet.