
CITY OF DEVILS LAKE

Job Description

Job Title: City Auditor
Status: Exempt
Grade: 20
Approval date: September 21, 2026

Job Summary

The City Auditor serves as the City's chief financial and fiscal administration officer and is responsible for the financial management, accounting, budgeting, financial reporting, cash management, utility billing, accounts payable, payroll administration, and financial control functions 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.

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.

General

- 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.
- 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.
- Assists in the coordination of activities, meetings and correspondence among various departments, agencies, offices, boards and commissions.
- Gathers information and prepares a variety of reports and related information for City Council decision making purposes and other requests.
- Performs communications activities including receiving the public, fax & email messages, preparing notices, reports and other information materials.

- Participates in seminars, workshops, and continuing education as appropriate and necessary.
- Performs various other activities including filing and retrieving public records, researching & gathering information, 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.
- Performs other duties and assumes additional responsibilities as directed by the Mayor & Council to ensure efficient City operations.

Financial

- Performs cost control activities; monitors revenues and expenditures to assure sound fiscal control.
- Prepares annual budgets; provides budget-to-actual reports by fund, department, and major revenue and expenditure category.
- Identifies significant budget variances, unfavorable trends, cash-flow concerns, revenue shortfalls, and other financial risks and communicates them to the City Commission.
- Assures effective and efficient use of departmental budgeted funds; reviews departmental budget requests for accuracy, completeness, and compliance with Commission direction.
- 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. Maintains accurate records of all activities.
- Reconcile accounts; oversee investments of City funds, special assessments, and other fiscal accounting functions.
- Maintains all City financial records, including the general ledger and chart of accounts, City debt, bonds, leases and other financial obligations.
- Coordinates debt issuance and refinancing activities with the City Commission, financial advisors, bond counsel, and other professionals as appropriate.
- Oversees the City's banking relationships and banking services; ensures timely deposits and appropriate safeguarding of City funds.
- Prepares financial reports for federal and state and reimbursement requests, as well as year-end financial statements and required supplemental schedules.
- Performs financial activities, including processing of receipts, disbursements, revenues, expenditures and adjustments; cash and bank reconcilements; cash receipts; verification and payment of bills; bank deposits; payroll; tax reporting and payments.
- Oversees financial administration of federal, state, and other grants.
- Serves as the official keeper of all City personnel records and activities, including maintenance of records on payroll, benefits, hours worked, time off, withholding and other personnel records and documents. Responds to payroll, benefits and other personnel-related questions from employees.

- Serves as the City's primary administrative contact with external independent auditors and coordinates the annual audit process, ensuring required records, schedules, reconciliations, supporting documentation, and financial statements are provided in a timely manner. Reviews audit findings and management recommendations and coordinates corrective action; report to City Commission.

Supervision Responsibilities (essential)

- Exercises supervision over Auditing/Administrative services positions of Deputy City Auditor, Accounts Payable Clerk, Utilities Clerk and any other employees assigned to the Auditing department.
 - Assigns work, establishes priorities, develops procedures, trains and evaluates employees, addresses performance concerns and maintains adequate staffing levels.
 - Authority to hire, discipline, and terminate positions within the department.
 - Cross-train within the department to ensure continuity of essential functions in the absence of the Auditor or other departmental positions.

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 and Experience

Bachelor's degree from an accredited college or university in accounting, finance, public administration, business administration, or a closely related field is preferred.

Five years of progressively responsible experience required in governmental accounting, municipal finance, public-sector financial administration, auditing, budgeting, or a related field, including supervisory experience; or an equivalent combination of education and relevant experience.

Experience with governmental fund accounting, budgeting, financial reporting, payroll, accounts payable, utility billing, internal controls, and financial software is highly desirable.

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 generally low.