

City Auditor

The City of Devils Lake is looking for a motivated, meticulous and proactive municipal leader for the position of City Auditor.

Devils Lake is a stable community of 7,000 conveniently located in the NE quadrant of North Dakota and well-known for its endless outdoor adventure opportunities and year-round fun. This position is a key representative for the City and works under direction of the Mayor with formal guidance from the City Commission. The City Auditor leads and manages all operations and personnel in the city's Auditing Department and provides the controllership and audit functions for the City in accordance with City Ordinances and state and federal regulations. Excellent communication and interpersonal skills are required, as is a proven understanding and application of accounting procedures and practices.

Qualified candidates should have a bachelor's degree in accounting, finance, business, management, or a related discipline and at least five years of experience in accounting, finance, business, management, or public administration or a related field. Benefits include health, dental, vision, retirement, paid sick and vacation. Salary range: \$101,040 to \$138,540/year. Please review complete job description including required qualifications prior to applying; job description and application is available online at www.dvlnl.com under Services, Job Openings. Send resume, cover letter and completed job application to City of Devils Lake, Attn: HR , PO Box 1048, Devils Lake, ND 58301 or email to tanya@dakotadynamics.com. For full consideration all requested applicant materials must be received by 12 pm on October 16th, 2026 . EOE.

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.

APPLICATION FOR EMPLOYMENT

City of Devils Lake

Devils Lake, North Dakota

423 6TH St NE, PO Box 1048, Devils Lake, ND 58301

The City of Devils Lake is an Equal Opportunity Employer. Information provided below is subject to the North Dakota Open Records Law. The City of Devils Lake does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

Follow instructions carefully. Provide detail; do not use "see resume". Please print, type, or fill in electronically. Check for errors before submitting. If accommodation or assistance is needed in completing this application please contact the department with the vacancy for which you are applying. By signing below you are acknowledging that the City of Devils Lake is an agency subject to the open records provisions of the North Dakota Century Code, therefore applicant names are provided upon request.

APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Mailing Address					Apartment/Unit #		
City			State			ZIP	
Home Phone			E-mail Address				
Cell Phone			Date Available			Desired Salary	
Position Applied for							
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐		
Are you related to a City employee or City Commission member?	YES ☐	NO ☐	If so, whom?				
Have you ever been convicted of a crime other than a minor traffic violation?*	YES ☐	NO ☐	If yes, explain				
<i>*Convictions are not an absolute bar to employment, but will be considered in relationship to the job requirements.</i>							
Please indicate valid driver's license held: A ☐ B ☐ C ☐ D ☐ M ☐				Do you have a CDL? YES ☐ NO ☐			
How did you learn of this job opening:				CDL Endorsements: H ☐ N ☐ T ☐ P ☐			

MILITARY SERVICE

Branch		From		To	
Rank at Discharge		Type of Discharge			
If other than honorable, explain					
*If claiming Veteran's Preference, Disabled Veteran's Preference, or spouse of a disabled veteran, please check here: ☐					

***Veteran Eligibility:** Must be a ND resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. Must attach DD-214, Report of Separation and (for disabled veterans) a letter from the VA indicating disability dated within the past 12 months. Spouses of disabled veterans must also include this information and/or (if applicable) the Veteran's death certification. Please refer to NDCC 37-19-1 or your local VA office for details.

EDUCATION

High School			Address			
From	To	Did you graduate?	YES ☐	NO ☐	Degree	
College			Address			
From	To	Did you graduate?	YES ☐	NO ☐	Degree	
Other			Address			
From	To	Did you graduate?	YES ☐	NO ☐	Degree	

****IN ORDER TO GIVE A COMPLETE WORK HISTORY PLEASE ATTACH ADDITIONAL COPIES OF THIS PAGE IF NECESSARY**

CURRENT/PREVIOUS EMPLOYMENT (PLEASE START WITH MOST RECENT EMPLOYMENT)

Company		Phone	Avg Hrs Worked:
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your current supervisor for a reference? YES ☐ NO ☐			

Company		Phone	Avg Hrs Worked:
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

Company		Phone	Avg Hrs Worked:
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge and authorize the City of Devils Lake to conduct a complete background check as appropriate for the position for which I am applying. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I hereby authorize any person, company, and/or educational institution from my past work and educational experience to fully disclose in good faith any information they may have regarding my qualifications for employment. I will not hold any prospective or former employer, educational institutions, and/or any other persons giving references liable for the exchange of this information along with any other reasonable and necessary information that is necessary and inherent to the employment process.

Signature	Date
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EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

City of Devils Lake (8-2017)

The City of Devils Lake is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form will not be part of your application file or included in the documentation provided to the selecting official.

Please Print or Type

Full Name		Date	
Position Applying for		Birthdate	
Gender	Male ☐ Female ☐		

Racial/Ethnic Heritage (Check one)

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How did you learn about this job opening?

(List the name of the newspaper, employment agency, organization, agency employee, or other source):

Your Home Address

City

State

Zip Code