**Job Description**

City Auditor

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1. INTRODUCTION

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. Additionally, the incumbent provides professional assistance to City employees, committees, and to the general public.

1. SUPERVISORY CONTROLS

Work is performed under policy guidance and general direction of the Mayor and City Council. This is accomplished through delegation of authority and expected compliance with established policies. Incumbent is expected to rely on his/her experience, judgment and knowledge to resolve routine problems.

Performance is evaluated through observation, review of assigned work or projects, feedback from members, and compliance with established policies and procedures.

1. WORKING RELATIONSHIPS:

Relationship with co-workers shall be guided by the following:

The incumbent is cooperative and, when appropriate, assists others; works to promote teamwork within and throughout the City; shares information; resolves conflict through use of tact and diplomacy; exhibits a positive image and outlook when interacting with co-workers and/or the public.

1. ESSENTIAL DUTIES AND RESPONSIBILITIES:
   1. 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.
   2. Assists in the coordination of activities among various departments, agencies, offices, boards and commissions.
   3. Performs cost control activities.
   4. Monitors revenues and expenditures to assure sound fiscal control.
   5. Prepares annual budgets.
   6. Assures effective and efficient use of budgeted funds.
   7. Gathers information and prepares a variety of reports and related information for City Council decision-making purposes and other requests.
   8. Communicates official policies and procedures to Council, staff and the general public.
   9. Supervises the collection of fees, utilities, and other receipts in accordance with laws and regulations.
   10. Responsible for payroll, accounts payable processing, utility and other billings.
   11. Reconcile accounts; oversee investments of City funds, special assessments, and other fiscal accounting functions.
   12. Maintains all City financial records.
   13. Prepares financial reports for federal and state and reimbursement requests.
   14. 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.
   15. Creates and mails water bills.
   16. Oversees maintenance and upgrading of computers, printers, & recording equipment, software, internet technology and related technology items for the City’s computer system; coordinate computer support with outside vendors and service providers.
   17. Oversees general maintenance & upkeep of City Hall
   18. Oversees general maintenance, upkeep, and rentals of the Memorial Building.
   19. 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.
   20. Performs communications activities including receiving the public, fax & email messages, preparing notices, reports and other information materials.
   21. Performs various other activities including filing and retrieving public records, researching & gathering information, takes and transcribes minutes for the City Council meetings, Planning & Zoning 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.
   22. Coordinates election procedures including providing petitions and other election forms as requested, and posting and publishing election related notices as required.
   23. Participates in seminars, workshops, and continuing education as appropriate and necessary.
   24. Performs other duties and assumes additional responsibilities as directed by the Mayor & Council to ensure efficient City operations.
   25. Write grants.
   26. Acts as an ambassador for the City.

**The following are essential functions and general responsibilities, included but not limited to:**

1. Year Round
   1. Receive, record, and deposit water bill payments.
   2. Receive, record, and deposit citation payments.
   3. Receive, record and deposit monthly tax deposit.
   4. Receive and record electronic water bill and citation payments.
   5. Receive and record building permits.
   6. Monthly census report on building permits.
   7. Annual census financial report.
   8. Run and mail monthly water bills.
   9. Payroll and payroll reporting.
   10. City Council meetings, P&Z meetings, special meetings including agenda preparation, taking minutes.
   11. Financial statement showing revenues, expenditures, transfers, & fund balances.
   12. Mail.
   13. Manage and respond to city email account.
   14. Prepare and file quarterly reports to IRS, State, Job Service and annual report to Workers Comp.
   15. Prepare and file monthly payroll report.
   16. Pay City Council quarterly.
   17. Update website.
   18. Designate official depository every 2 years.
   19. Manage the Opera House rentals.
   20. Annual inventory updates for insurance.
   21. Fence, raffle and gaming permits.
   22. Update and distribute ordinance changes.
   23. Send all required publications, minutes, and notices to Richardton Merchant.
2. Spring
   1. If election year, prepare for June election.
   2. Prepare for a flood emergency if necessary.
   3. Transportation Funding Report by March 31.
   4. W-2 & W-3 filing.
   5. Tax equalization meeting.
   6. Designate official newspaper in May.
   7. Prepare and send Audit report to ND State Auditor.
3. Summer
   1. Consumer Confidence Report.
   2. In election year, newly elected officials take office in June.
   3. Even number years, appoint City Auditor, Attorney, Engineer in June.
   4. Set bond for City Auditor at Council meeting in June every 2 years.
   5. Start working on the budget.
4. Fall
   1. Preliminary budget due September 1.
   2. Start preparing to certify specials.
   3. Start preparing the specials report to Stark County Auditor.
   4. Adopt final budget in October.
   5. If election year, prepare for November election.
5. Winter
   1. Certify specials November 1.
   2. Designate official depository in January.
   3. Provide annual financial statement in March.
   4. Make a copy of all building permits for the year for the assessor.
   5. Liquor license fees due December 1 and issue licenses.