

MAYOR JAKE LANES

CITY AUDITOR

PRIMARY OBJECTIVE:

The City Auditor coordinates administration of city government in accordance with North Dakota Century Codes, Chapter 40-16, and City Ordinances of the City of Emerado, North Dakota, and policies determined by the Emerado City Council.

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 City Auditor provides professional assistance to City employees, committees, and to the general public. The City Auditor is cooperative and, when appropriate, assists others; works to promote teamwork within the City of Emerado.

SUPERVISION RECEIVED:

Works under the policy guidance and general direction of the Mayor and City Council. The City Auditor is expected to rely on his/her experience, judgment and knowledge to resolve problems.

SUPERVISION EXERCISED:

May supervise part-time, temporary or other staff, as assigned. Relationship with co-workers shall be guided by the following:

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of other duties not listed does not exclude them if the work is similar, related, or logical assignment to the position.

MEETINGS

- Attend all meetings of the governing body and keep a complete record of its proceedings.
- Prepare and sign the minutes of official proceedings when they are prepared and present for Mayor's signature upon board approval at a subsequent meeting and publish minutes in designated newspaper.
- Prepare meeting agendas and meeting materials for Council.
- Gather information and prepares a variety of reports and related information for City Council decision making purposes and other requests.

ACCOUNTING

- Responsible for all financial activities and maintenance of all financial records.
- Collect and Process all fees, utilities and other receipts and make bank deposits.
- Verify and submit all claims against the city to the governing body for approval; record approval of all claims in the official proceedings of the governing body.
- Prepare and sign all checks in payment of claims.
- Reconcile monthly bank statements listing all deposits in transit and outstanding checks.

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- Oversee investments of City funds.
- Prepare and submit to the governing body a monthly financial statement and annual financial statement showing the revenues, expenditures, transfers, and fund balance.
- Prepare and submit annual financial reports as required by State Auditor.
- Maintain detailed records for all special assessments and report to the County Auditor's office within the time frame they request.
- Responsible for Property and Liability Insurance for City.

PAYROLL

- Responsible for personnel activities; including maintenance of master payroll records, records on wages and salaries, benefits, hours worked, withholding and other personnel records and documents.
- Prepare paychecks based on several payroll schedules, assure payroll data such as hours worked, taxes, insurance, and other withholdings are properly calculated and recorded.
- Responsible for all monthly, quarterly and annual payroll tax deposits and reporting.
- Process employment applications and assist in employment activities.

BUDGETING

- Prepare annual budget with input from City Council.
- Monitor revenues and expenditures to assure sound fiscal control and assure effective and efficient use of budgeted funds.
- Submit preliminary and approved budgets to County Auditor within time constraints set by State law.

UTILITY BILLING

- Responsible for maintaining Banyon Data Systems utility database and billing system.
- Read water meters as set by City Ordinance and process utility billing.
- Collections on past-due utility accounts and issuance of shut off notices upon nonpayment per City Ordinance and policies set by City Council.
- Participate in utility rate studies as required by State Public Finance Authority.
- Respond to requests for changes in service.

GENERAL ADMINISTRATION/OFFICE MANAGEMENT

- Communicate official policies and procedures to Council, staff and the general public.
- Enforce policies set forth by the City Council
- Countersign contracts made on behalf of the City.
- Filing and maintenance of monthly files
- Retrieving public records and researching and gathering information.
- Issue licenses and permits.
- Maintain a current Fixed Assets and Inventory list for the City based on maintenance department records and reporting.
- Responsible for Record Retention Management.

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- Oversee maintenance and upgrading of computers, printers, software, internet technology and related technology items for the City's computer systems.
- Coordinate election procedures including providing petitions and other election forms as requested; and posting and publishing election related notices as required.
- Participate in seminars, workshops, and continuing education as appropriate and necessary.
- Perform other duties and assume additional responsibilities as directed by the Mayor and Council to ensure efficient City operations.

MINIMUM QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE

Must have documented background in accounting, finance, public administration or a closely related field.

LANGUAGE SKILLS

Ability to read, analyze and interpret common legal documents, rules and regulations. Ability to respond to common inquiries or complaints from employees and customers, or members of the community. Ability to effectively present information to the City Council.

MATHEMATICAL SKILLS

Ability to apply mathematical skills such as fractions, percentages, ratios, and proportions to practical situations. Knowledge of computer programs to create spreadsheets.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to deal with problems involving request for service.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid North Dakota driver's license. Must be able to travel to out of town meetings, with some overnight stays.

SPECIAL REQUIREMENTS

- Working knowledge of the principles and practices of public administration, municipal finance, human resources, public works, public safety, and community development.
- Skilled in preparing and administering municipal budgets with breakdown by funds and accounts.
- Skilled in preparing and analyzing monthly and annual municipal financial statements with breakdown by funds and accounts.
- Skilled in maintaining effective accounting procedures and ability to accurately account for all city funds.
- Working knowledge of payroll administration and benefit administration.

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- Working knowledge of accounts receivable and accounts payable functions.
- Working knowledge of office practices and procedures and records management.
- Ability to maintain financial and general office records accurately and effectively.
- Ability to establish and maintain effective working relationships with the public.
- Ability to communicate effectively verbally and in writing
- Ability to plan, organize and multi-task, work under pressure and/or frequent interruptions
- Ability to work effectively with people.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database programs and Banyon Data Systems utility billing program; network communications and other software; 10-key calculator; telephone; copier.

PHYSICAL 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.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls; reach with arms and hands.
- The employee is occasionally required to walk, stand, climb or balance and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- perform the essential functions.