



JOB POSTING - September 9, 2016

City Auditor - Full Time

Position Summary: Responsible for formulating policies and procedures for audit and accounting practices, ensuring the efficiency of municipal and departmental accounting systems, preparing budgets, and advising the City Council in municipal fiscal affairs.

Essential Functions: Develops and implements the City's accounting system and procedures. Provides financial information and ensures the integrity of the financial data. Reviews and approves cash receipts. Coordinates the annual budget process. Presents budget requests and financial analyses for the Mayor. Presents analysis of revenues and expenditures to the City Council. Prepares and publishes the annual budget books. Reviews and approves journal entries, purchase contracts, warrants, and payrolls. Coordinates the City's annual independent financial audit. Coordinates reconciliations of accounts payable, accounts receivable, fixed assets, cash, budget, and debt. Prepares for the certifications of the City's Free Cash. Files Schedule A and other financial reports. Reviews the city's financial statements condition with bond rating agencies and others. Maintains MUNIS software user permissions and access protocols and performs MUNIS diagnostics and troubleshooting. Serves as voting member of the Holyoke Retirement Board. Maintains office staff by selecting, orienting, training, coaching, and disciplining employees. *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skill, and abilities required: Ability to interpret local, state, and federal laws relating to municipal finance activity. Ability to establish and maintain relationships with city officials and governmental representatives. Ability to supervise and maintain effective working relationships with employees. Ability to recognize citywide priorities and work cooperatively to support their accomplishment. Ability to identify and analyze complex issues and to develop appropriate recommendations. Skill in Microsoft WORD and EXCEL

Experience required: Experience in accounting or financial management performing work similar to the essential functions of the job.

Education, certification, or licensure required: Requires B.A. degree in accounting or a related field

Supervision: Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards. Works under the policy direction and supervision of the Mayor and City Council as provided for under the Charter and Ordinances of the city. Supervises department employees.

Job Environment: Work is performed under typical office conditions. noise level is moderate. Operates computer, telephone, and other standard office equipment. Makes regular contacts with local, state, and federal offices, department heads, Bond Consultant, Credit Rating Agency, Auditing Firm, and outside legal counsel. Contacts require discretion, resourcefulness, and persuasiveness to achieve desired objectives. Has access to all municipal financial information and significant confidential information including bid proposals, negotiating positions and legal proceedings. Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, deterioration of the city's financial position, or legal ramifications.

Physical Requirements: Minimal physical effort required to perform essential functions under typical office conditions. Ability to operate a keyboard and calculator and view computer screens for an extended period. Regularly required to convey financial information to others. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Residency: Holyoke residency required, effective date to be negotiated.

Hours: Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.) and additional evenings as required.

Employment Status: Regular Employment; **Fair Labor Standards Act (FLSA) Status:** Exempt (salaried)

Pay Rate: commensurate with experience; **Employee Benefits:** City of Holyoke (Full Time)

Please send a letter and your resume by email only (Personnel@Holyoke.org) to Personnel Administrator, City Hall, 536 Dwight Street, Room #17, Holyoke MA 01040. **The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.**