



JOB POSTING- May 17, 2018
DEADLINE- June 8, 2018
Full Time City Auditor
City Of Holyoke

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

Note: Holyoke residency requirement per City Ordinance

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 to the Mayor; Prepares financial analyses to assist the Mayor and City Council; Distributes monthly budget reports; 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; Prepare financial statements and other analyses for the certifications of the City's Free Cash; Files Schedule A and other financial reports; Interprets financial policies, objectives, and requirements. Reviews the city's financial condition with bond rating agencies and others; Maintains MUNIS software, coordinates updates, and performs MUNIS diagnostics and troubleshooting; Serves as voting member of the Holyoke Retirement Board; Maintains office staff by recruiting, selecting, orienting, training, coaching, and disciplining employees. *The essential functions or duties listed 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.*

Qualifications: Requires B.A. degree in accounting or a related field; At least five (5) years of experience in accounting or financial management with experience in municipal accounting, or any equivalent combination of education, training, and experience. Ability to interpret local, state, and federal laws relating to municipal financial activity. Knowledge of municipal fund accounting, budgeting, financial reporting, and applicable MA law; Ability to establish and maintain relationships with city officials, governmental representatives, and 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; Prefer CPA, Certified Government Financial Manager (CGFM), or Certified Management Accountant (CMA) and experience with MUNIS software.

Supervision: Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment 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 performed under typical office conditions; noise level is moderate. Operates computer, telephone, and other standard office equipment. Makes regular contact with local, state, and federal offices, Department Heads, Bond Consultant, Credit Rating Agency, Auditing Firm, and outside legal counsel. Requires discretion, resourcefulness, and persuasiveness to achieve desired objectives.

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.*

Hours: Regular Full Time, 35 hour per week (Monday through Friday, 8:30 a.m. to 4:30 p.m.) and evening meetings as required.

Fair Labor Standards Act (FLSA) Status: Exempt (salaried)

Pay Rate: \$51,539 (minimum) up to \$78,623 (maximum) (DH23, DH Salary Schedule). Salary negotiated in regard to professional experience. Additional \$3,000 stipend as ex-officio voting member of the Holyoke Retirement Board.

Employee Benefits: Health, Dental, Life Insurance & Flexible Spending Account

Please respond by email only with a cover letter and resume by June 8, 2018 to:

Personnel@Holyoke.org

Attention to: Personnel Director, 536 Dwight Street, Room #17, Holyoke, MA 01040

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