

NOTICE OF VACANCY
July 1, 2020

POSITION: Auditor / City Council Project Manager

DEPARTMENT: City Council

SALARY: \$36.96 hourly

HOURS: Monday, Wednesday & Thursday 8:30am to 5:00pm
Tuesday 8:30am to 7:00pm
Friday 8:30am to 2:00pm
Evening meetings as required

Position Purpose:

The City Auditor independently promotes ethical, efficient and effective governance for the citizens of Framingham and provides the City Council with objective analyses, appraisals, and recommendations for improvements to the city's budgets, systems and activities.

Essential Functions:

- Works closely with City Council to develop an audit work plan and priorities for audit.
- Reviews internal controls, financial records, administrative policies, procedures, and operations of the City and the same within each department in accordance with guidelines established by City Council's Finance Sub Committee.
- Coordinates audits of all purchase orders, receipts and disbursements to ensure compliance with federal, state and municipal statutes.
- Works closely with Chief Financial Officer to assist in the development of various financial control systems.
- Prepares reports of various municipal programs to assist in the delivery of effective and efficient municipal services.
- Accounting staff and management of departments being audited or programs to obtain accurate and complete information and to foster understanding and acceptance of audit findings and recommendations.
- Audits transactions and procedures of all City departments, boards and agencies for all locations and facilities where cash transactions take place.
- Audits monthly bank reconciliations for all City accounts and ensures accuracy of financial information reported by the reviewed department.
- Provides consulting services to Departments, as directed by the City Council Sub Committee, in establishing internal controls that meet best practices standards.
- Reviews the use of computerized accounting and record systems by recipients to determine the need for additional controls with outside agencies.
- Reviews the use of computer software and controls established within the software that is used for financial and cash management. Makes recommendations related to any deficiencies noted with regard to the use of the software.

- Prepare City Council annual budget, including analyzing and collecting necessary data,
- Monitor ongoing expenses and accounts for City Council office.
- Other duties as assigned by the City Council.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative.

Supervision Received: Work is performed under the supervision of the City Council.

Supervision Given: None.

Education, Training and Experience:

A master's degree in Public Administration, Government, Public Policy or a related field, and 3-5 years of progressively responsible related finance experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of principles and practices of municipal finance. Working knowledge of computer applications for financial management and payroll systems. Knowledge of standard office operations and procedures. Familiarity with GASB.

Ability: Ability to work well with other City departments. Ability to communicate effectively in writing and orally. Ability to operate standard office equipment. Ability to work under occasional stress generated by deadlines. Ability to plan and prioritize work and perform multiple tasks within a timely manner. Ability to interpret and enforce municipal accounting regulations in an impartial, consistent manner.

Skill: Excellent organizational and customer service skills. Proficient computer skills in the use of Microsoft Office and financial/payroll systems. Excellent communication skills and strong attention to details.

Physical Requirements:

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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with city departments, government agencies and vendors; Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to all department-related confidential information, including personnel files, collective bargaining, lawsuits and department records.
- Errors could result in delay of service, and legal and/or financial repercussions for the City.

Please visit our website:

www.framinghamma.gov/jobs

The City of Framingham is an Affirmative Action Equal Opportunity Employer.