

City of North Ridgeville City Auditor

SUMMARY:

The Auditor is a full-time, Council appointed position and serves at the pleasure of a majority of Council. Salary and benefits commensurate with experience. Salary range: \$80,000-\$115,000.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Auditor shall be the chief fiscal officer of the municipality and of the several departments and officers thereof. He or she shall:

- Keep an accurate account of all taxes and assessments, of all assets and liabilities of the municipality, of all receipts and disbursements of the municipality and of all appropriations made by the Council;
- Examine and approve, if in proper form, and if an appropriation has been duly made therefor, payrolls, bills and other claims, and prepare and sign the same;
- Be the purchasing agent until such time as a purchasing department shall be established by the Council;
- Be responsible for the inspection of all supplies and determine their quantity, quality and conformation to specifications in which instance the Auditor may rely upon the certificate of the chief or head of the department for which the supplies were purchased;
- Be responsible for the preparation and submission of appropriation measures and assist the Mayor and the Council in the preparation of estimates, budgets and other financial matters;
- Submit to Council monthly, at such time designated by the Council, a statement in such detail as may be required by Council, showing: all receipts had during the preceding month; all disbursements made during the preceding month; a cumulative statement for each appropriation which shall show the amount appropriated, the amount expended or charged against or encumbering the appropriation and the balance remaining;
- Attend all meetings of the Council either in person or through a duly designated representative; and
- Perform any other duty required by the Charter, or by ordinance or resolution of the Council.

SUPERVISORY RESPONSIBILITIES:

Oversees and exercises supervision and job assignments for the Auditor's Department.

EDUCATION AND EXPERIENCE:

Bachelor's degree and a minimum of 5 years of municipal finance experience in a local government position of managerial capacity, or equivalent. Experience in municipal finance operations, reporting and compliance, including knowledge of public debt financing, federal grants compliance and reporting, and Ohio state fiscal compliance requirements; ability to communicate effectively, orally and in writing and; ability to perform fiscal planning and to provide financial advice to the Mayor and City Council.

The position will remain open until filled.