



City of North Ridgeville
7307 Avon Belden Road
North Ridgeville, Ohio 44039
440.353.0819
<http://www.nridgeville.org/>

Position:	Deputy Auditor	Status:	Full time
FLSA:	Exempt	Department:	Auditor
Pay Range:	\$65,000-\$90,000		

SUMMARY:

Under the general direction of the City Auditor, the Deputy Auditor is responsible for the administration and the day-to-day operations of the Auditor's Department and the oversight and supervision over job assignments completed by staff within the department.

BROAD NATURE AND SCOPE:

The Deputy Auditor prepares financial statements; assists in the preparation of the operating and capital budgets; audits, and other related tasks as required. The Deputy Auditor may serve as acting City Auditor in the absence of the City Auditor and must demonstrate leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Technical tasks:

- Knowledge of principles of accounting and auditing as promulgated by the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB), and the Governmental Accounting Standards Board (GASB); principles and practices of municipal finance administration, including budget preparation.
- Assists in preparation of annual City operating and capital budget, Comprehensive Annual Financial Report (CAFR) in accordance with GASB guidelines; City's Annual Tax Budget, Certificate of Estimated Resources, and conducts special projects as requested.
- Monitors funding from Federal, State and local sources and ensures compliance with Uniform Guidance, OMB Circular A-133
- Evaluates the purchase of City equipment; orders department supplies and equipment.
- Assists the City Auditor in auditing records, preparing financial statements and monthly journal entries and reconciling accounts.
- Maintains the system for tracking and reporting Capital assets for the City, including tagging the assets, recording the acquisition and disposal of assets.
- Knowledge of Federal, State and Local law pertaining to the issuance of annual 1099s, W-2s, and other year-end tax filings.
- Knowledge of Ohio Public Employees and Ohio Police and Fire Pension compliance and reporting requirements.
- Knowledge State and Federal procurement law and best practices.
- Assists in the development of operating procedures, policies, rules and regulations.
- Prepares letters, reports, purchase requisitions and purchase orders, legal notices, memos, and other written documents.

- Demonstrates accountability and responsibility for completion of work assignments in the absence of a City Auditor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.
- Demonstrates knowledge of the enforcement of the Ohio Revised Code and the City of North Ridgeville Ordinances and laws.
- Ability to analyze problems and formulate recommendations; prepare clear and concise reports.

Management:

- Participates in development and mentoring of staff to achieve a cohesive work unit.
- Assists fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.

Communication:

- Provides suggestions, advice and support to department heads, other City employees, employee teams, and the community.
- Makes public presentations and represents the City on committees, boards, or activities.
- Works cooperatively with all City employees toward the common goal of providing high quality services.
- Exhibits excellent interpersonal and human relationship skills.
- Ability to communicate effectively, orally and in writing and; ability to perform fiscal planning and to provide financial information to the Mayor and City Council in the absence of the City Auditor.

EDUCATION, LICENSURE/CERTIFICATION REQUIREMENTS:

Bachelor's degree and a minimum of 5 years of governmental finance experience in a position of managerial capacity, or equivalent. Experience in governmental finance operations, reporting and compliance, including knowledge of public debt financing, federal grants compliance and reporting, and Ohio state fiscal compliance requirements. Possession of CPA, CGFM, CPPB, CPPO or equivalent is desirable. Must possess a valid driver's license and be insurable under the City's insurance plan.

EQUIPMENT OPERATED:

Personal Computer environment and integration experience, knowledge of Software Solutions VIP product desirable.

In accordance with the U.S. Department of Labor exertion levels, this is considered sedentary work.