



The City of Lorain, Ohio

200 West Erie Avenue, 6th Floor
Lorain, OH 44052-1606

Phone: (440) 204-2090
Fax: (440) 204-2097

Position Title: Assistant Deputy Auditor II – Financial Reporting
Department: Auditor's Office
Civil Service: Unclassified
Pay Range: \$45,547 to \$58,556 (1% longevity per year after 3 years)

Position Summary:

The Deputy Auditor II is a position responsible for the administration and enforcement of the provisions of the Ohio Revised Code, local City Ordinances and compliance with governmental accounting standards primarily in relation to payroll. The Deputy Auditor II is primarily responsible for general accounting, auditing and reporting requirements of the Auditor's Office. The work is performed under the general supervision of the City Auditor and the Chief Deputy Auditor, but extensive leeway is granted for the exercise of independent judgment. Informational security and confidentiality is a must.

The Deputy Auditor II assists the Auditor and the Chief Deputy Auditor in the implementation of programs and activities related to the City's financial reporting systems; participates in the preparation of various financial reports; prepares the reporting required by the external auditors in their annual review of City finances; assists the Auditor with training and supervision of assigned staff; and performs other assigned accounting duties.

The incumbent is given latitude in the performance of duties and a high level of judgment is necessary.

Must plan, organize and coordinate assignments from the Auditor. A close working relationship exists with the Auditor with extremely high fiduciary capacity.

Position Duties:

- Maintain and record Auditor staff payroll, ledger vacation and sick time, balance totals against benefit hours report
- Prepare reoccurring and one time purchase requisitions, prepare vouchers for payment of invoices and deposit revenue for the Auditor's Office
- Responsible for processing all utility bills (electric, gas, telephone and water) for General fund departments – sort and enter into spreadsheets, monitor month to month usage and prepare payment vouchers.

- Maintain a list of all city properties, including location, usage and tax status.
 - Prepare tax exemption forms for city parcels.
 - Prepare payment vouchers for property taxes.
- Maintain personnel contracts for city employees (union contracts, employee ordinances, employee benefits, etc.).
- Create, prepare, and distribute correspondence to department heads, administrators, vendors, creditors, City Council, general public, and others
- Maintain miscellaneous files, vouchers, ordinances, deeds, correspondence for City Auditor.
- Establishes Auditor's Office Record Retention Schedules, submits form to State for approval to dispose of records and ensures follow thru on disposal.
- Assist in incoming and outgoing telephone calls from the public and city departments.
- Assist Chief Deputy Auditor in distributing the City's annual financial report
- Process incoming and outgoing mail and order postage supplies
- Assist City Auditor in research projects and short and long range management plans for financial operations.
- Provide information to the independent audit team.
- Assist the Auditor and Chief Deputy in various financial and administrative functions.
 - Serve as initial contact for public and departments who visit the office.
 - Maintain financial subscriptions and memberships
 - Maintains Auditor's Office Public Record Request Log.
 - Verifies Public Official Bonds are obtained by required time frame, and holds originals for safekeeping.
- Must plan, organize and coordinate assignments from the Auditor.
- Must also be able to accomplish group tasks with other workers.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of accounting and budgeting as applied to municipal governments.
- Knowledge of accounting software and computer applications (i.e., spreadsheets, databases, etc.).
- Strong communication skills and ability to deal with a wide variety of personalities.
- Strong self-learning skills, with the ability to research applicable sources to solve problems.

For consideration, please forward cover letter and resume to Karen_Shawver@cityoflorain.org.