

City of Wadsworth

Position Description

Classification: Internal Auditor/Accountant II

Department: Finance/Auditor's Office

Reports to: Auditor

Positions Supervised: None

Status: Full time (80 hours)	Appointed: Yes
Pay Grade: PM –3 (\$32.18 – \$48.27/hr.)	FLSA Status: Exempt
Normal Working Hours: Monday - Friday, 7:30 A.M. to 4:30 P.M.	

Job Summary: Under the general supervision of the Auditor, is responsible for performing advanced financial accounting and internal audit work and related duties as required. This is an advanced professional accounting position with emphasis on internal auditing, capital asset management and the Annual Comprehensive Financial Report (ACFR) preparation.

Essential Duties and Responsibilities:

Internal Audit

- Responsible for contributing to the design, development and implementation of customized audit processes, procedures and methodologies
- Perform internal control and performance audits to ensure controls are protecting the assets of the City
- Summarize and develop audit engagement conclusions with recommendations to ensure government services are provided effectively, efficiently, economically, ethically and equitably
- Assist with implementing audit tools to improve audit efficiencies and create, revise and document Internal Audit policies and procedures, including defining internal controls and risk areas

Accountant

- Monitor and implement new Governmental Accounting Standards Board statements (GASB's)
- Tracking and reporting of the City's capital assets in accordance with GAAP
- Prepare and maintain work papers related to reporting capital assets for the ACFR and other work papers as requested

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- Assist in the financial audit of the City’s capital assets and other areas as requested
- Perform internal auditing of capital assets on a periodic basis
- Review and assist departments with annual budgeting for capital including providing reports as needed
- Assist with journal entries, notes, GAAP statements and compiling ACFR in software
- Other duties/responsibilities as assigned

Knowledge of:	Skills and Abilities to:
<ul style="list-style-type: none">● Knowledge of Generally Accepted Accounting Principles (GAAP)● Knowledge of governmental accounting standards (GASB)● Knowledge of government auditing standards (GAGAS)● Working knowledge of budgetary, accounting and reporting systems● Working knowledge of fieldwork requirements for performance audits● Working knowledge of internal control framework● Working knowledge of data analytics techniques● Working knowledge of risk management	<ul style="list-style-type: none">● Ability to work independently or in a team● Excellent verbal, analytical, problem-solving and critical-thinking skills● Ability to read and understand City ordinances and policies● Ability to develop and maintain effective working relationships with coworkers, department heads and supervisors● Ability to demonstrate due professional care to achieve engagement objectives● Attention to detail and accuracy

Minimum Qualifications for Employment:

- Bachelor’s degree from an accredited four year college/university with a major in accounting (preferred), finance and/or public administration or closely related field
- Considerable training/experience using Microsoft Office software; Word and Excel and Adobe Acrobat
- Possess and maintain a valid State of Ohio motor vehicle operator’s license and to maintain insurability with the City’s general liability policy

Preferred Qualifications for Employment:

- Five to seven years of experience in the public sector/governmental accounting
- Three to five years of audit experience
- Year-end GAAP conversion experience
- Capital asset management experience