



The City of Mount Vernon
An Equal Opportunity Employer

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| Job Title: | Deputy City Auditor | Department: | Auditor's Office |
| Job Number: | #300 | Reports To: | City Auditor |
| Position Type: | Full-time 40 hours per week | Address: | 40 Public Square Mount Vernon, Ohio 43050 |
| Typical Work Schedule: | Monday-Friday 8:00 a.m. to 4:00 p.m. | Pay Range: | \$25.00 - \$30.00 per hour |
| Contact Information: | Director of Human Resources 740-462-3147 | FLSA: | TBD |
| How to apply: | Submit cover letter and resume to dneff@moutvernonohio.org | | |

Objectives

While working in close collaboration with the City Auditor, the Deputy City Auditor is responsible for maintaining, developing, and implementing internal financial and operational audit functions for the City of Mount Vernon.

Minimum Education, Certification, Licensure and Experience Requirements

- Associate's Degree in accounting, finance, business, or related field. Possession of a Bachelor's Degree in accounting, finance, or business is preferred.
- Four (4) or more years of experience in municipal finance or related experience, preferred.
- CIA (Certified Internal Auditor) Certification, preferred.
- Must obtain and maintain a State of Ohio Driver's License and remain eligible for insurance coverage throughout employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- In the absence of the City Auditor, the Deputy City Auditor will serve as the City's Chief Financial Officer and direct department operations.
- Prepares budgetary projections, forecasts, financial worksheets, supporting reports and documents.
- Analyzes and interprets financial records; Suggests recommendations.
- Performs financial transactions. Forecasts, financial worksheets and supporting reports and documents.
- Prepares and maintains detailed financial and/or statistical data.
- Reviews, verifies and corrects accounting reports and documents.
- Posts, updates, and balances complex financial information.
- Receives payments in person, by mail, or electronically.
- Prepares receipts.
- Prepares deposits.
- Processes check deposits.
- Determines proper allocation of expenditures to funds and accounts.
- Maintains accounts receivable and accounts payable.
- Processes invoice payments.
- Closes and balances accounts payable, purchase orders, and general ledger.
- Processes payments to all taxing agencies, including IRS, State of Ohio, and various cities and school districts.
- Perform internal financial control, compliance audits, and special reviews as required.
- Prepares organizational payroll; verifies payroll allocations and deductions; audits payroll for accuracy.
- Gathers, complies, calculates, prepares, and maintains detailed reports of all City assets.
- Responsible for verifying and tagging of fixed assets.
- Reports fixed assets to state agencies and insurance companies.
- Maintains detailed records of the acquisition and disposition of all assets.
- Audits accounting data of all City departments for accuracy of content and calculations.
- Provides administrative support and advice to City Auditor.
- Works in conjunction with City departments to ensure efficient service is provided to the public.
- Maintains inventory records.
- Orders office supplies.
- Assists in the preparation, presentation, and revisions to department budget requests.
- Monitors expenditures.
- Conducts research; compiles data; prepares reports to assist the Department Heads and Executives in making informed decisions.
- Attends meetings and serves on committees, as requested.
- Attends training, workshops, and seminars, as requested.



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- Work closely with the engineering department to plan, administer, and report on grants and other federal and state programs.
- Assist in the balancing of multiple checkbooks.
- Assist with balancing tax and enterprise revenues.
- Performs other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

I. JOB REQUIREMENTS

Equipment: Ability to operate a variety of office equipment such as PC/Laptop and related software, copier, scanner, telephone, calculator, FAX machine, and other equipment necessary to perform duties.

Knowledge, Skills and Abilities (KSA's):

Knowledge In:

- Knowledge of fiscal compliance practices and procedures.
- Knowledge of accounting practices and principles.
- Knowledge of payroll practices and procedures.
- Knowledge of City/department goals and objectives.
- Knowledge of City/department policies and procedures.
- Knowledge of workplace safety practices and procedures.
- Knowledge of community resources and services.
- Knowledge of records preparation, retention, and management.
- Knowledge of office management.
- Knowledge of government structure and processes.
- Knowledge of State, Federal, and local laws and/or regulations.
- Knowledge of local geographical area.
- Knowledge of collective bargaining contracts.
- Knowledge of the procurement process.
- Knowledge of Microsoft Suite and other related software.

Skilled In:

- Supervising an office staff.
- Data entry
- Word processing
- Computer operation
- Adding machine or calculator operation
- Use of modern office equipment
- Payroll processing
- Creating computer reports/spreadsheets
- Customer service.

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form.
- Manage many variables and determine specific action.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exercise independent judgment and discretion.
- Understand, interpret, and apply laws, rules, or regulations to specific situations.
- Read, copy, and record figures accurately.
- Calculate fractions, decimals, and percentages.
- Copy records precisely without error.
- Complete routine forms.
- Prepare routine correspondence.
- Compile and prepare reports.
- Respond to routine inquiries from the public and/or officials.
- Understand and effectively communicate verbally and in written form.
- Maintain records according to established procedures.
- Maintain confidentiality regarding sensitive inquiries.



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- Develop and maintain effective working relationships.
- Travel to and gain access to work site.
- Ability to get along with others; including but not limited to the public, co-workers, department heads and city-wide staff.
- Ability to balance multimillion-dollar budgets.
- Ability to assist and report out on grant work.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs under extremely complex and difficult situations. It requires the individual to be emotionally responsible and continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level. This position is fiscally responsible to protect taxpayer dollars and utility customer fees. This position may become in contact with potentially violent or emotionally distraught persons.

III. SUPERVISORY RESPONSIBILITY

Supervises the Assistant Deputy Auditor with regard to day-to-day operations and serves as the Auditor's Chief Advisor.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with the City Auditor, Assistant Deputy Auditor, department heads, union and non-union personnel, employees from public and private sector organizations and the general public. The purpose of these contacts are to guide and direct, check on progress of work assigned and requested, coordinating services, make recommendations and manage questions about departmental financial matters, programs, and customer concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

Visual Activity: This position requires the visual use of computer/duel monitors.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

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| Employee: | | Date: | |
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Revised:
2.9.2022
1.23.2024