City of Peabody
Human Resources Department
City hall, 24 Lowell Street, Peabody, MA 01960

Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

Karen Meagher
Benefits Administrator

Cathy Trombley
Human Resources Aide

JOB POSTING
City Auditor

Summary

The City Auditor ensures fiscally responsible practices and operations overseeing general accounting, budgeting and point of sales for city enterprises. The City Auditor examines and analyzes accounting records to determine financial status of the City of Peabody and prepares internal and external financial reports.

Essential Duties and Responsibilities

Following municipal accounting practices, Massachusetts municipal finance laws, and with thorough understanding of the Uniform Municipal Accounting System (UMAS), GAAP and GASB regulations will:

- Reviews data regarding material assets, fund balances, liabilities, surplus, income, and expenditures.
- Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. Develops and maintains effective internal controls.
- Reconciles general ledger cash with Treasurer and Collector cash. Inspects and validates bank account balances along with investment and trust documents and securities.
- Enters and validates journal and ledger entries of receipts, purchases/expenses, and trial balances by examining and authenticating source documents.
- Prepares financial statements, reports and schedules as needed for management and outside users. This includes free cash calculations and Schedule A.
- Budget analysis and contract review requiring budget monitoring to ensure adequate funding is available and notifying departments when budget variances occur. Making recommendations to improve operations, budgeting and efficient use of resources.
- Other duties may be assigned.

Supervisory Responsibilities

Directly supervises employees in the Auditing Office. Carries out supervisory responsibilities in accordance with the organization's polices and applicable laws.
Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquires or complaints from customers, regulatory agencies, City/School employees and members of the business community.
- Ability to write and communicate effectively.
- Ability to effectively present information to top management and/or public groups in writing and in verbal presentation.

- Ability to work with mathematical concepts such as time value of money, probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Strong knowledge of various computer systems.

Qualifications

Must possess a Bachelor's degree in the field of accounting and shall have at least two (2) years of senior staff experience in the field of accounting. A Master's degree in related field is preferred. A combination of relevant education/training and relevant experience will be considered. Experience in municipal accounting is a plus. Requires capacity to attain a thorough understanding of the Uniform Municipal Accounting System (UMAS), GAAP and GASB regulations and applicable Mass. law.

Physical Demands

Primarily an office position, indoors. Must be able to see and read from a variety of sources including frequent work on a computer monitor. Must be able to communicate clearly in English and hear in conversation and via phone. Must have hand and finger dexterity for frequent review of paper documents and computer keyboarding. Lifting may be up to 20 pounds, commonly not more than 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Office setting, the noise level in the work environment is usually quiet.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSTING DATE: August 21, 2015

Qualified candidates apply by August 28, 2015. Apply to the HR Dept. at City Hall, room 204, 24 Lowell St.; e-mail cathy.trombley@peabody-ma.gov; or fax 978-538-5982. The City is an EOE