



City Auditor

SUMMARY

The purpose of this position is to direct city operations and administer the functions of city government in accordance with North Dakota Century Codes, Chapter 40-16, City Ordinances of the City of Forman and policies determined by the City of Forman City Council.

FINANCIAL

- Administer and perform financial activities including: budget preparation and analysis; financial recordkeeping and reporting; cost control; fixed assets; processing of receipts, disbursements, revenues, expenditures and adjustments; cash and bank reconciliation; cash receipts; verification and payment of bills; bank deposits; payroll; preparation of financial statement.
- Keep regular books of account in which the city auditor shall enter all indebtedness of the city and which at all times shall show the financial condition of the city.
- Serve as treasurer and keep books of account for the Forman City Library, Forman Job Development Authority, Forman Housing Authority, Forman Shade Tree Board, and Forman Park Board (if appointed as clerk).
- Issue pre-numbered duplicate receipts for all cash paid into the city treasury.
- Submit all claims against the city to the governing body for approval. Upon approval, the auditor shall draw and countersign, along with the executive officer, a warrant in payment of the claim. Approval of all claims shall be recorded in the official proceedings of the governing body.
- Reconcile monthly the bank statements listing all deposits in transit and outstanding checks.
- Maintain the utility billing system; review billings for correctness and accuracy; enter and ensure accuracy of meter readings and direct rereading of meters where there appears to be an inconsistency in readings; collect and record payments on account via cash, check or credit card; submit ACH files to the bank monthly for the accounts set up on direct pay; responsible for collection of delinquent utility accounts; set payment schedules and disconnect or reconnect work orders.

- Prepare annual budget and submit estimates to the Council for review and approval. Once adopted, submit the budget to the county auditor and certify the annual tax levy.
- Examine and countersign all bonds, orders or other evidences of indebtedness of the city before the same become valid.
- Countersign all contracts made in behalf of the city if the necessary funds have been provided to pay the liability incurred thereunder.
- Make a list of all certificates for the payment of which special taxes are to be levied in each year in time for the same to be inserted in the tax roll in the form of a schedule of special taxes and to certify to the correctness thereof. The certified schedule shall be prima facie evidence of the legality and regularity of the taxes levied in pursuance thereof, but no irregularity in the making of such lists shall invalidate any such special tax. Certify to the county auditor each year of any special assessments that were made in the city in addition to those reported in previous years.
- Maintain a record of all special assessments levied upon property owners in the city and submit the certified assessments to the county auditor annually.
- Record all deposits for the collection of property tax; sales tax and other state revenues.
- Research grant opportunities; file grant applications; direct the work of projects funded by grant programs; file appropriate reports and record all documentation.

REPORTING

- The city auditor shall prepare and submit to the governing body of the city reports as follows:
 1. Monthly financial statement. A monthly financial statement shall be prepared showing the revenues, expenditures, transfers, and fund balances.
 2. Annual financial statement. An annual financial statement shall be prepared, on or before March first, showing the revenues, expenditures, transfers, and fund balances of the city for the year ended December thirty-first. This financial statement shall be retained in the office of the city auditor as a permanent public record.
- Prepare a delinquency report monthly to present to the City Council.
- Prepare the annual report on transportation funding and expenditures and submit to the state tax commissioner.
- Prepare the annual USDA-RD budget report and submit for approval.
- Prepare the annual USDA-RD management report and submit for approval.

- Prepare the annual Consumer Confidence Report. Once the report is approved, the report is mailed to major businesses and apartment complexes and is posted throughout town. It is also posted on the web site.
- Prepare other funding reports as required by lenders or grantors.
- Work with the City Superintendent to compile and file the annual water use report.
- Complete government census reports as required by law.

COMMUNICATIONS & MANAGEMENT

- Present to the governing body for its consideration at its next meeting all communications, claims and other matters filed in the city auditor's office.
- Supervises the City Coordinator and ensures compliance of all duties within that position; conduct annual performance review.
- Administer oaths and affirmations to witness and take testimony in connection with any of the duties imposed upon the city auditor by the laws of this state as requested.
- Coordinates and implements plans for growth and development of city facilities and programs; provides direction in the development of short and long-range plans; prepare data for studies, reports and recommendations.
- Administer risk management activities including preparation and maintenance of a disaster recovery plan; review of insurance policies and making recommendations to the Council.
- Maintains the city ordinances and land development code; Participates in the preparation and revision of zoning ordinances, subdivision regulations and annexations.
- Develops ordinances and resolutions for City Council approval.
- Signs all legal documents as required of a City Auditor.

ADMINISTRATIVE

- Prepare the agenda for all Council meetings and post it on the web site.
- Attend all meetings of the governing body and keep a complete record of its proceedings. The official proceedings are to be signed by the auditor when they are prepared and by the executive officer upon board approval at a subsequent meeting. Post meeting minutes on the city's web site.
- Perform various other activities including: filing, preparing and monitoring work orders and purchase orders; rental of the community center; maintaining office supplies; issuing licenses and permits.

- Serve as administrator for the City Cemetery. Prepare deeds for purchased lots, maintain maps, photos and burial records.
- Responsible for the community sign including creating and posting content; updating software; communicating with the public.
- Collects and presents applications for annual liquor and gaming licenses to the city council for approval; records licenses and files with the state attorney general.
- Approves applications for off premise alcohol permits and charity local permits; files said permits with the state attorney general.
- Serves as secretary-treasurer for the Forman Housing Authority; Attend all meetings and record the minutes; print financial statements; provide analysis of cash flows; approve all claims against the Housing Authority and countersign warrants drawn on account for payment of claims.
- In odd numbered years, accept and validate petitions of nomination and statements of interest from candidates running for office. Provide a list of candidates with their name, address and phone number to the county auditor. According to state law, once every four years, each city must place on its ballot the question of whether or not the minutes of the governing body shall be published in its official city newspaper. After the election, send each newly elected official an Oath of Office to complete and return.
- Attend seminars, classes and meetings relevant to city business.
- Maintain the computer systems, networks and financial software. Ensure that records are backed up and that software is up to date.

PAYROLL & PERSONNEL

- Compile payroll data such as hours worked, taxes, benefits and time off.
- Maintain computerized payroll system and verify bi-monthly payroll calculations for accuracy. Prepare, countersign, along with the executive officer and distribute paychecks
- Calculate and pay all taxes and other employee benefits. Prepare monthly, quarterly and annual tax reports and W-2's.
- Prepare 1099's for vendors at the end of the year.
- Process employment applications, request background checks and assist in other employment activities.

- Coordinate completion of annual open enrollment process with employees and North Dakota PERS.
- Update employee files to document personnel actions and provide information for payroll purposes.
- Update and maintain employee handbook.
- Ensure compliance with all employment laws.
- In case of injury of any employee, file claims with North Dakota Workforce Safety.
- Ensure compliance with child support or other wage garnishments.

RECORDS

- Keep all papers and records of the city.
- Maintain a complete record of all financial transactions of the city which includes receipts, disbursements, fund balances, and other assets, liabilities, and equity.
- Make and keep a list of outstanding city bonds, orders, certificates, or other evidences of indebtedness showing to whom and for what purpose the same were issued, when and where each is payable, the rate of interest each bears, and to recommend such action to the governing body as will secure the punctual payment of the principal and interest of such bonds or other indebtedness.
- Record all ordinances adopted and licenses granted by the city and all official bonds of city officers in books kept for that purpose which shall be open to public inspection at reasonable times.
- Record all permits granted by the city.
- Keep a record of the city auditor's official acts and doings and keep a record of all contracts.
- Maintain all accounting and records for the city cemetery, including maps, photos and burial records. Keep cemetery software up to date. Handle sale of lots and preparation of deeds. Work with funeral homes to have graves marked and stones placed.
- Maintain personnel records; employee master files; job descriptions; maintains payroll records including: payroll benefits records, hours worked, time off, withholding, retirement, and other records and documents; answering of payroll, benefits and other personnel related questions from employees.
- Work with external auditor to perform an annual financial audit in compliance with state governmental standards.

EXTERNAL

- Represents the city to external constituents. Work with the public by receiving the public, receiving phone calls, fax messages and e-mails; communicating official plans, policies and procedures to staff and the general public; preparing notices, reports and other information materials; legal publications.
- Send letters to residents regarding dead or diseased trees, public nuisances and other ordinance violations. Work with city building inspector to record ordinance violations with regard to property and structures. Work with sheriff and city attorney to enforce all ordinances.
- Ensure that all dogs within the city are licensed and collect fees. Coordinate annual pet clinic day at the city.
- Coordinate the city's recycling program with contractor, Waste Management.
- Coordinate city clean-up days in the spring and fall.
- Serve as secretary-treasurer to the Forman Housing Authority. Serves on the Library Board as the treasurer.
- Serve as liaison for legislative issues, including pending legislation or changes in current legislation and keeps the Mayor and Council informed.
- Point contact for all state and federal disaster and emergency management reporting. Compile and prepare all mandated reporting to ensure payment of reimbursements.

BUILDINGS AND INFRASTRUCTURE

- Keep record of all buildings and infrastructure with a schedule of depreciation
- Work with contractors to provide repairs and maintenance as needed to buildings and other infrastructure
- Order street signs as necessary.
- Complete RFP's for projects and purchases.
- Track project costs and work with engineers and fiscal agents to ensure proper reporting.
- Ensure that all building mechanical systems are in operating condition and coordinate with the City Council for replacements of mechanical systems as needed.
- Maintain city hall clean by regular cleaning and vacuuming. Request maintenance to wash floors and men's room. Utilize external companies for window and carpet cleaning.

QUALIFICATIONS:

Education and/or Experience:

- Bachelor's Degree from a four-year college or university or equivalent in business or public administration or a closely related field; required.
- Two years of related experience, preferably in a municipal government setting; required.

Knowledge, Skills and Abilities:

- Working knowledge of public administration, records management and governmental accounting theory, principles and practices.
- Working knowledge of human resources, payroll and benefits, accounts payable, grants and contracts, risk management and insurance.
- Working knowledge of governmental utility billing principles and practices.
- Skill in preparing and administering budgets.
- Skilled in office automation and computer use. Proficiency in Microsoft Word and Excel required. Experience with Banyan Data Systems a plus.
- Ability to keyboard at 45 wpm with accuracy, 10 key by touch and operate all standard office equipment.
- Ability to prepare and analyze comprehensive reports.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with employees, city officials, the media and the public. Ability to work with irate and angry customers effectively.
- Ability to work on multiple projects and meet deadlines with frequent interruptions.
- Must be bondable.
- Must hold a valid driver's license.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

This position regularly works in an environmentally controlled environment while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This position frequently works alone and requires a high degree of accuracy. This position frequently works in high-stress situations with deadlines and/or dealing with city concerns.