

City Auditor Job Description

The City Auditor is an executive level position for the City of Boston and is appointed by the Mayor. The Auditor serves as Ex-Officio Member of The Boston Retirement System and serves as a Trustee for The George Robert White Fund and the Brown Fund Trusts. The Auditor is also the primary contact and liaison between the City of Boston and the Boston Audit Committee and the City's external auditors.

Serving as an advisor and resource to the Chief Financial Officer the Auditor works to ensure effective and efficient management of the City's operations; compliance with all relevant laws and regulations; and responsible and transparent financial practices. The Auditor works collaboratively with other members of the Administration to enhance municipal operations, and is an advocate for change building on best business practices in government by promoting accountability, integrity and clarity in the City's business operations.

The City Auditor is responsible for planning and directing the financial and fiscal compliance, program, operational, and information technology audits of all City departments and programs. This involves directing a professional staff to ensure adherence to generally accepted accounting principles, governmental auditing standards and federal uniform guidelines, coordinating audits and communicating the results to the Chief Financial Officer and elected officials.

The Auditor's Office acts as the comptroller of the City, establishing policies that serve as rules or guidelines for City departments so that they may conform with regulatory requirements for handling revenue and expenses, and other areas of financial oversight. The Auditor provides guidance and direction to all City Departments on how best to achieve their financial objectives and goals, be compliant with financial regulations and/or meet a specific accounting requirement. The Auditor's Office centrally manages and conducts pre-audits of all City payroll and accounts payable transactions, also serving as the official keeper of the records.

The Auditor prepares proposals, evaluates response and selects the City's external auditor. The Auditor directly participates in the selection and ongoing management of the financial and human capital management systems.

As ex-officio member of the Boston Retirement Board, the Auditor holds fiduciary responsibility for the \$5.5 billion dollar pension trust which serves approximately 34,000 members and beneficiaries. Board Trustees participate in the selection of financial managers and vendors providing services while providing oversight of general operations which monthly issues 20,000 benefit checks totaling \$47 million. The Trustees also review and vote to approve all disability pensions and petitions for accidental death benefits.

Board Trustees are exposed to personal liability in furtherance of their fiduciary duties. Massachusetts law obligates Trustees to attend annual educational trainings.

Responsibilities:

- Guides financial decisions by establishing, monitoring and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits; providing information to external auditors.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Provides oversight of the city-wide financial and human capital management systems.
- Coordinates investigations of irregularities in accounts or inadequacies in systems of any City department.
- Oversees the preparation of periodic monthly reporting, the City's Basic Financial Statement, Official Statement, Management Letter, Comprehensive Annual Financial Report, Single Audit, Other Post Employment Benefit Actuarial Valuation, Schedule A, MSBA Audits, Free Cash Certification, other third party reports, and departmental reports and documents.
- Plans, organizes and directs the activities of the Auditing Department engaged in the approval, payment, and maintenance of financial records of all transactions for all departments of the City.

- Develops the Auditing Department budget and coordinates the procurement activities including the selection of the external auditor.
- Develops and monitors objectives and performance measures for the Auditing Department.
- Ensures the safe custody of contracts, employees bonds and insurance policies required, and securities.
- Exercise control over procurement orders and contracts and encumbrances as required assuring availability of funds for payment against appropriate budgetary account codes.
- Ensures the prompt and accurate examination of payrolls to assure proper authorization for payment, the propriety of charges against sick and vacation leave allowances, and the control of payroll deductions.
- Establishes accounting policy and procedures for all municipal departments consistent with statutory regulations and budgetary controls.
- Maintains complete and accurate records of the City's funded debt.
- Directs the Auditing of city-wide financial and accounting systems to assure conformance to established accounting procedures and pertinent laws.
- Maintains the continuity of a qualified and motivated staff by hiring, training, assigning and reviewing the work performance of managers, accounting and clerical personnel.
- Represents the City before the City Council, Legislature, and/or any governmental regulations.
- Advises the Chief Financial Officer, department heads, and city officials concerning financial and administrative matters, proposed legislation, and fiscal policy and operations.
- Co-ordinates and integrates the activities of the Auditing Department with the Treasurer, Collector Treasurer, Supervisor of Budgets, Purchasing Agent, Director of Human Resources, Chief Information Officer, Department Heads and City Officials, to assure efficient and effective working relationships.

Experience:

- Extensive knowledge of governmental and/or business auditing and accounting theory and practices.
- Knowledge of municipal fiscal, budgetary and financial operations of City government.
- Ability to formulate major operating and accounting policies and procedures.
- Ability to design, modify and implement accounting and control systems and their integration with other related technology.
- Strong organizational and management skills.
- Strong analytical skills.
- Strong verbal and communication skills.
- Ability to see the big picture while focusing on the process and procedures necessary to produce deliverables.
- Meticulous attention to detail and accuracy in work product.
- Ability to establish and meet deadlines.
- Flexible and able to thrive in a fast-paced environment.
- Intermediate to advanced applications software expertise (Excel and accounting software).
- Government accounting experience, including payroll.
- Excellent interpersonal skills and a team player.

Minimum Entrance Qualifications:

At least five (5) years of full time professional experience in government financial management, accounting and/or grant related functions. The ideal candidate will have a track record of progressively increasing supervisory and management responsibilities. Experience with Financial and Human Resource Database software such as Oracle/PeopleSoft Financials v9.1 and Human Capital Management v9.2 or compatible systems preferred.

THE IDEAL CANDIDATE SHOULD HAVE AT LEAST ONE OF THE FOLLOWING:

Certified Public Accountant

Certified Internal Auditor

Master's Degree in Business Administration or Public Administration or other related area

Salary range: \$110,000-155,000 DOE