

# Help Wanted: City Auditor (City of New Bedford)

CITY OF NEW BEDFORD

CITY AUDITOR \$82,507 – \$100,642

AUDITOR'S OFFICE

Plans, directs and coordinates accounting functions for the City, ensures compliance with statutory requirements and City policies, conducts regular audits of transaction processing and reporting; and provides support to the Chief Financial Officer (CFO) in the development and implementation of the annual budget.

Prepares financial statements and reports as required by statutory authority, financial reporting standards and outside auditors. Develops financial policies and makes recommendations regarding management of the City's fund structure. Provides functional supervision of City accounting systems and ensures that entries comply with the Chart of Accounts and data integrity is properly maintained.

Ensures the timely completion and accuracy of all payroll and vendor warrants and journal entries. Certifies the availability of sufficient unencumbered balances to cover purchases and contracts. Ensures accurate and timely reports regarding budget and disseminates financial information as required by the State, outside auditing standards and City policy. Ensures the preparation and maintenance of records, documents and reports, and verifies accuracy in compliance with local, State and Federal requirements.

Directs pre-audit activities, prepares year-end reports, and conducts continuing audits of all municipal payrolls and accounts payable. Assists the City's outside auditors by obtaining and providing requested source documents.

Knowledge equivalent to a Bachelor's Degree in accounting, finance, business or public administration, or a closely related field, and at least seven years' progressively responsible relevant experience. A CPA, while not required, is highly desirable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For complete job description and application instructions, visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO