

# Director of Auditing and Financial Systems

**Department:** Controller

**Job Status:** Full-Time

**Shift:** 8:00 AM - 5:00 PM

**Days Worked:** Mon., Tue., Wed., Thu., Fri.

**Details:** Posted on Monday, May 3, 2021 and closes on Monday, May 24, 2021 at 5:00pm

## Job Description

Develops, implements, and oversees the City's internal audit program, which includes conducting periodic audits and reviews of processes, cash funds, inventories, City financial systems, and City owned assets. Researches best practices and maintains knowledge of current, innovative programs. Develops and implements recommendations to improve effectiveness and efficiency of internal controls. Manages the financial data content available to the public on the City and State websites. Maintains compliance with reporting requirements. Coordinates the preparation and submission of all required grant application documents and trains staff to follow proper related guidelines. Leads special projects, as assigned, such as converting systems from manual to electronic and integrating systems. Participates on the City's innovation team and budget team.

## Knowledge, Skills and Abilities

**EDUCATION/TRAINING** - Bachelor's degree in finance, accounting, or related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**EXPERIENCE** - Experience in municipal finance, municipal budgets, or governmental accounting, preferred. Experience in developing and managing an internal auditing program; process review and improvement; financial reporting; managing grants; and developing budgets, preferred. Extensive experience utilizing Microsoft Excel, Word, and PowerPoint and skilled in creating pivot tables, performing data analysis, and visualizing data in graphs.

**OTHER SKILLS** - Demonstrates knowledge of Enterprise Financial Systems. Demonstrates knowledge of New World System/Tyler, preferred. Ability to work with minimal supervision. Certified Public Accountant (CPA) or Chartered Global Management Accountant (CGMA).

## Additional Information

Salary: \$53,193.05 - \$80,121.20

Hours: 8:00am - 5:00pm, Monday - Friday; other times, as necessary

## Disclaimer

ANYONE WISHING TO APPLY FOR THIS POSITION THAT DOES NOT HAVE ACCESS TO A COMPUTER MAY APPLY AT **CITY HALL, HUMAN RESOURCES DEPARTMENT** (401 N MORTON STREET, SUITE 230)

**AN EQUAL OPPORTUNITY EMPLOYER**

**La Igualdad De Oportunidades De Empleo Es La Ley.**

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status and disability in employment or the provision of services.

The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.