



DEPUTY AUDITOR/CITY COORDINATOR

SUMMARY

The purpose of this position is to Assist the city auditor with city operations and help to 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. As well as coordinate and manage various economic, administrative tasks, and events within the city.

FINANCIAL

- Assist the City auditor in 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.
- 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.

REPORTING

- The deputy auditor shall assist in the preparation and submission 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.
- Assist businesses with completing applications for the city business incentives and property tax incentives.
- Maintain a list of vacant commercial and residential lots in the city.

- Maintain a list of current homes for sale in the city and list the available homes on the city website and post listing on social media.

COMMUNICATIONS & MANAGEMENT

- 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.
- Maintain communication with existing businesses by visiting them on a regular basis; inform merchants about upcoming events and activities; and act as the main point of contact to existing businesses.
- Respond to business requests for financing, incentives, or other funding opportunities for business development and expansions in coordination with city staff or council.
- Manage and oversee all City social media accounts, along with publishing the weekly scoop.
- Implement any shop local campaigns.

ADMINISTRATIVE

- 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.
- Assist City auditor with administrative tasks for the City Cemetery. For example: Prepare deeds for purchased lots, maintain maps, photos, and burial records.
- Assist the city auditor with overseeing community signs including creating and posting content; updating software; communicating with the public.
- Attend seminars, classes, and meetings relevant to city business.
- Assist in Maintaining the computer systems, networks and financial software and help ensure that records are backed up and that software is up to date.

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.

- Assist the city auditor in keeping 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.
- Assist city auditor in Recording 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.
- Assist the city auditor in Maintaining 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.

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 Liaison to the state's main street initiative program. Attend meetings as necessary.
- Act as city representative of the Economic Development corporation of ND (EDND). Attend regular virtual meetings and attend events as necessary.
- Assist community club, other organizations, and vendors, with the annual car fest event.

BUILDINGS AND INFRASTRUCTURE

- Work with contractors to provide repairs and maintenance as needed to buildings and other infrastructure.
- 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.
- Help coordinate the community gardens.

Economic Development

- Order and award plaques in recognition of new businesses in town.
- Assist with citizen of the year award.
- Facilitate and update the city's strategic plan.
- Seek out possible grants that are beneficial to the community. Research and compile information for grant applications. Complete reports upon completion of projects.

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.