

# City of Cavalier



**Position:** Auditor

**FLSA Status:** Exempt

**Reports To:** City Administrator

☒ Full-time    ☐ Part-time

**Work Hours:** In general, regular work hours are Monday through Friday 8:30 AM to 4:30 PM with an unpaid lunch break from 12 to 1 PM.

**Objective/Purpose:** Under the supervision of the Mayor, this position coordinates administration of city government in accordance with NDCC, Cavalier City Ordinances, and policies determined by the city council.

## **Duties and Responsibilities:**

- Complete tasks assigned by NDCC 40-16-03.
- Manage and supervise assigned operations to achieve goals within available resources.
- Assure that assigned areas of responsibility are performed within budget.
- Advise city council of financial conditions and current and future city needs.
- Issues written and oral instructions regarding conformance to policies and procedures.
- Prepare council meeting materials.
- Administer the issuance of municipal licenses in accordance with applicable city ordinances and other regulations.
- Serve as custodian of official city records and public documents.
- Establish and maintain internal control procedures and assure that state and national standard accounting procedures are maintained.
- Supervise the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Maintain financial records.
- Oversee or perform the posting and reconciliation of ledgers and accounts.
- Direct the preparation of state and federal reports.
- Perform or oversee payroll and accounts payable processing.
- In conjunction with the City Administrator, analyze wage and salary reports and data to determine a competitive compensation plan.
- Handle telephone calls and citizen visits as needed.
- File and retrieve public records.
- Oversee a neat and orderly storage and workspace.
- Ensure that all interactions with colleagues, municipal officials, and the public are friendly, courteous, and respectful.
- Ensure effective response to requests and concerns expressed by the public.
- Responsible for meeting all recordkeeping requirements including work logs and purchases.
- Comply with all municipal policies and state and federal regulations.
- Review and answer correspondence.

- Perform other duties as directed by the City Administrator.

**Knowledge, Skills, and Abilities:**

- Must have knowledge of computers and electronic data entry and processing.
- Must have good bookkeeping and organizational skills.
- Must demonstrate excellent judgement, decision making, customer service, and communication skills.
- Must have knowledge and understanding of budgeting.
- Must be able to bend/crouch down.
- Must be able to read, comprehend, and follow written and verbal directions and instructions.
- Must maintain safety awareness, problem solving, and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to receive and apply constructive feedback.

**Education and Training:**

- High school diploma, equivalent, or two years of relevant experience required.
- Valid driver's license and clean driving record are required.

**Tools/Technology:**

- Must demonstrate computer literacy that includes email, basic spreadsheet work, and online training.
- Must be able to use equipment including but not limited to a calculator, copy machine, fax machine, and phone.
- Must be able to use the fund accounting software.

**Physical and Mental Demands:**

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Occasionally lifts and moves up to 25 pounds.
- Physical demands include frequent walking, prolonged sitting, and prolonged standing.

**Work Environment/Conditions:**

- Sitting several hours each day.
- Occasionally work near moving mechanical parts or in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office.

**Disclaimers:**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**Equal Employment Opportunity:**

The City of Cavalier is an equal employment opportunity employer.

**Employee Acknowledgement:**

I have received and understand the requirements, essential functions, and duties of this position.

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Employee Signature

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Date

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City Administrator

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Date