

JOB TITLE: City Compliance Officer

GA/1

DEPARTMENT: General Administration, City of Jonesboro

JOB SUMMARY: The incumbent performs audits, reviews and compilations independent of City departments and reports findings directly to the Operations Director. The objective of the job is to perform reviews of financial records, perform audits of City activities and procedures, to ensure compliance with city policies and procedures, state and federal laws and ensure compliance of grant activities to the grant requirement.

MAJOR DUTIES:

- Conducts protective and constructive audits of the City departments to review effectiveness of controls and accuracy of financial records and operations.
- Performs audits of City accounting and financial reporting procedures and practices.
- Examines department activities for compliance with management plans and policies.
- Inspects accounting systems to determine their efficiency and protective value.
- Assesses the proper accountability of assets by conducting inventories.
- Reviews records pertaining to material assets, such as equipment, buildings, or manpower to determine the degree to which they are utilized.
- Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures.
- Establishes and maintains effective working relationships with management staff and associates.
- Prepares and submits audit findings and makes recommendations to the Operations Director.
- Audits employer business records for governmental agencies to determine unemployment insurance premiums, liabilities, and employer compliance with state tax laws.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Accepted Auditing Standards (GAAS), Government Accounting Standards Board (BASB) Guidelines, and knowledge of COSO processes.

- Knowledge of internal and external audit procedures.
- Knowledge of managerial accounting.
- Knowledge of relevant federal, state, and local laws, industry practices, and other regulatory guidelines.
- Knowledge of city government financial management policies.
- Knowledge of department policies and procedures.
- Skill in reading, analyzing and interpreting general business periodicals, accounting and financial reports, professional journals, technical procedures or governmental regulations.
- Skill in defining problems, collecting data, establishing facts and drawing valid conclusions.
- Skill in organizing and writing clear and concise reports, business correspondence and procedure manuals.
- Skill in presenting reports to City Officials or the public when necessary.
- Skill in oral communications with employees, customers, tax reporting entities or the public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percent, and volume.
- Ability to apply concepts of algebra and geometry.
- Ability to recognize deficient accounting procedures and analyze data to recommend standard operating procedures which will create a system of checks and balances.

SUPERVISORY CONTROLS: The Operation Director assigns work in terms of projects and goals and objectives. The employee works independently in organizing work to reach goals and met deadlines. The work is reviewed through conferences and reports.

GUIDELINES: Guidelines include Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Government Accounting Standards Board (GASB) policies, Financial Accounting Standards Board (FASB) policies, standard auditing policies, and relevant federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of various analytical duties. The number of guidelines to be followed, frequent changes in the applicable guidelines, and rapid technology changes contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to conduct protective and constructive audits of city departments and programs to review the effectiveness of controls and accuracy of financial records and operations. Successful performance helps ensure accurate and efficient financial practices and affects the public image of the city government.

PERSONAL CONTACTS: Contacts are typically with department heads and other city employees.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, report findings and offer solutions to inadequacies in operations.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk.

WORK ENVIRONMENT: The work is typically performed in an office but may involve field observation. Field observation may involve exposure to hot and cold temperatures, standing, walking, bending, crouching, or stooping.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the occupational field. Certification as a Certified Public Accountant and/or Certified Internal Auditor is preferred.
- Experience sufficient to thoroughly understand the diverse objectives and

functions of the job, usually interpreted to require three to five years of related experience.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated.
- Ability to be bonded.