

CITY OF SAINT CHARLES



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EMPLOYMENT OPPORTUNITY

Job Title	Audit & Accounting Manager
Department	Finance Department
Posting Date	January 31, 2012
Closing Date for Resumes/Applications	February 13, 2012
Salary Range	\$62,525.00 - \$86,191.41
Exempt/Non-exempt	Exempt
Status	Full-time

The City of Saint Charles Finance Department is currently recruiting for the position of Audit/Accounting Manager. The purpose of this position is to assist the Director in day-to-day operations of the Finance Department and to provide high level analytical support as needed.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administer the preparation and revisions to the City-wide annual Operating Budget
- Coordinate/Facilitate the annual Audit process
- Prepare Comprehensive Annual Financial Report (CAFR)
- Review and evaluate operations to ensure they are operating efficiently and effectively
- Standardize procedures to improve efficiency and effectiveness of City operations
- Administer the City's risk management and third party claims administration functions
- Prepare financial, business activity or other reports, schedules, forecasts, budgets, or reports required by regulatory agencies or as needed/requested
- Monitor City's Chart of Accounts and project setup/assignment
- Implement and monitor City internal control and financial accounting procedures to assure compliance with City Charter, and State, National and other regulations.
- Monitor City records and real-time data for fraud, money mismanagement and waste
- Assign and review tasks in conjunction with above

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Accounting, Business, Finance, Public Administration and five years of progressively responsible related experience, preferably in governmental accounting or internal auditing, or any equivalent combination of education and experience required. C.P.A. or Master's degree desired. Experience with New World System's Logos software desired. Working knowledge of GAAP, GASB, fund accounting, and risk management with three years of supervisory experience preferred.

Contact Information

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: www.stcharlescitemo.gov

The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify