Town of Braintree
Town Auditor – Position

The Town Council of the Town of Braintree is seeking a qualified individual or firm to provide auditing services. The Auditor will be responsible for monitoring the Town's finances. The Auditor will work with the Town's Director of Finance and other Town officials to provide proper checks and balances with respect to finances. The individual or firm must have extensive financial experience, preferably with municipalities and a certified public accountant is preferred. This is a contract, not a full-time position. The payment for the auditor position will not exceed $74,000 /year. A cover letter with compensation requirements and a resume should be mailed to the Braintree Town Council, Attention: Clerk of the Council, One JFK Memorial Drive, Braintree, MA 02184 or e-mailed to scimino@braintreema.gov by March 21, 2016. AA/EOE.

033 15
Revisions 2/9/16

TOWN COUNCIL

TOWN AUDITOR

NATURE OF WORK:

The Town Auditor shall conduct, or cause to be conducted, financial and performance audits following government auditing standards as promulgated by the comptroller-general of the United States. The Town Auditor shall make periodic reports to the Town Council in such detail and with such frequency as the Town Council shall, by ordinance, by rule or by other vote, direct. All officials of the Town shall cooperate with the Town Auditor in the performance of this audit function. The Town Auditor shall have such other powers and duties as may be provided by the charter, by ordinance or by other vote of the Town Council.

The Auditor will conduct financial and operational/ performance audits of Town agencies/departments and provide regular reports to the Town Council.

SUPERVISION:

Reports to the President of the Town Council (*directly*) AND All Councilors (*indirectly*)

JOB ENVIRONMENT:

Works under typical office conditions with minimal physical effort.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)

- Performs all duties of the Town Auditor as described in ***Chapter 189 of the Acts of 2005,*** also known as the "Braintree Charter or "The Charter".

- Conducts performance, operational, and financial audits. Issues detailed audit reports to the Town Council, for the Council to develop an action plan on each audit issue.

- Works with the Town's Chief Financial Officer in the review of current internal controls and the design, development and implementation of enhanced controls.

- On an ongoing basis, examines and reviews incoming and outgoing cash flow of the Town by obtaining evidentiary documentation (e.g. receipts, purchase orders, invoices, etc.)

- Provides analysis to the Councilors on the Mayor's proposed operating and capital budgets. Reviews/ analyzes each financial measure proposed by the Mayor and provides a detailed recommendation to the Town Council.

- Conducts special projects and analyses as requested by the Councilors; for example, identifying cost components and cost drivers of various programs, expenditure trend analysis and comparative analyses of revenue and expenses.

- Coordinates the annual third-party independent audit of the Town's books and records resulting in the certification of the Town's annual financial statement. Recommends to the Council the hiring of a third-party independent audit firm and the supporting criteria for the recommendation.

- Reviews the total Town cash reconciliation between the treasurer and the accountant and the data provided to the Dept. of Revenue. This includes all bank accounts, investments and trust funds.

- Conducts an annual physical inventory of any and all Town-owned assets. Reconciles the inventory to Town capital asset records and department procurements back up.

- Attends all meetings of the Town Council and the Ways and Means Sub Committee, especially during budget discussions.

- Acts as the Town Council liaison with the administration regarding all financial issues (e.g. appropriation requests, expenditures, etc.) to be discussed during Town Council meetings.

- Reviews certain data prepared by the Assessor's office including the tax rate, recapitulation, tax levy limitation, tax burden shift worksheets, tax classifications and department of revenue estimated receipts and charges.

- When the proposed capital improvement program (CIP) is submitted to the Town Council by the Mayor, as required by the Charter, *section 6-10*, the Town Auditor shall review the proposed CIP and make detailed recommendations to the Town Council.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Thorough knowledge of the principles and techniques of accounting, including State accounting, auditing and internal controls. Working knowledge of municipal finance and the State/Federal Office of Fiscal Affairs policies/procedures. Considerable knowledge of the principles of business administration.

Skills: Excellent communication skills, both orally and in writing. Advanced computer application skills applicable to the Town's accounting software programs. Strong analytical and organizational skills.

Ability: Ability to plan, coordinate and conduct periodic audits of the Town's financial operations. Ability to work independently and effect improvements/ recommendations in internal controls and financial operations. Ability to prepare complex financial reports and present them to Town Council.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance required.

- CPA preferred
- 5 years financial experience, through public accounting/auditing (Big 4 a plus) and/or industry experience.
- Strong analytical, written/verbal communication, interpersonal, and relationship building skills.
- Strong Municipal Finance experience preferred.

Approved by Town Council
Date Approved: 2/6/08
Revised 12/6/11 (order **030-11**)
Classification: Mn-17
Union: N/A
*CPA required (Order 030-11 December 6, 2011 vote of Council)

Approved by Town Council
Date Approved: 8/11/15
Revised 8/11/15 (order 033-15)
Classification: Mn-17
Union: N/A
Page 3 bullet 1,revise "Attends all meetings",
Page 3 bullet 5 delete "…manage office staff"

Approved by Town Council
Date Approved: 2/9/16
Revised 2/9/16 (order **033-15**)
Classification: Mn-17
Union: N/A
Vote to revise CPA required to CPA preferred (Required Qualifications, bullet 2)