

## **City of Modesto, CA – City Auditor**

**Salary:** \$129,459 - \$161,808 DOQ plus excellent benefits

**Description:** Founded in 1870, the City of Modesto is the county seat and largest city of Stanislaus County, CA. Surrounded by rich farmland, Stanislaus County ranks sixth among California counties in farm production and is home to Gallo Family Winery, the largest family-owned winery in the United States and largest employer in the City. With more than 220,000 residents, Modesto ranks as the 18<sup>th</sup> largest city in the State of California. The City employs about 1,210 employees and has an overall operating expense budget for FY 20/21 of approximately \$447.5 million.

Officially a Council-Manager form of government, the Mayor is elected at-large and six Council Members are elected by District. Charter Officers include the City Manager, City Clerk, City Attorney, and City Auditor all of whom are appointed by and report to the City Council and Mayor.

The Modesto City Auditor's Office supports the continuous improvement of programs, policies, and initiatives at the City and contributes to the achievement of departmental objectives by providing timely and objective information, assurance, and advice to the City Council, Mayor, Charter Officers, Department Directors and Division Managers. The Auditor's Office endeavors to provide independent, objective assurance and advisory services designed to enhance/restore public trust to a level that would help make Modesto a Model City. The City Auditor position currently has two assigned staff which includes one Senior Auditor and one Auditor II, both positions are presently vacant. Some of the key responsibilities of the City Auditor include:

- Plan, organize, direct, and review the activities and operations of the City's internal audit function including the safeguarding of public assets.
- Conduct fiscal, performance and operational audits and provide leadership to the Department and City organization.
- Coordinate assigned activities with other departments.
- Prepare audit reports and recommendations for City Council review; and provide highly responsible and complex administrative support to the City Council.
- Develop, plan, and implement goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Mayor and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

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- Supervise and participate in the development and administration of the Auditor's Office budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Conduct financial, operational and performance audits to determine compliance with laws and the appropriate utilization of resources including public funds, personnel, property, equipment, and space to ensure efficiency of operations.
- Review system of internal controls confirming the adequacy and effectiveness of the controls and that work is in compliance with applicable professional standards.
- Identify causes of inefficiencies or uneconomical practices including inadequacies in management information systems, internal and administrative procedures, organizational structure, use of resources, allocation of personnel, purchasing policies and equipment.
- Facilitate the work of external auditors engaged in independent audits and coordinate the implementation of external auditor findings.
- Keep current on developments in local government and stay abreast of evolving audit techniques and practices.
- Provide timely information and report progress and results of audits to City Council.
- Consult with operating departments to recommend appropriate improvements to procedures, review progress on implementing the recommended improvements and ensure action is taken.
- Research, prepare and present technical and administrative reports and studies for City Council review; prepare written correspondence.
- Build and maintain positive working relationships with City Council, Mayor, members of the Senior Executive Team, co-workers, other City employees and the public using principles of good customer service.

**Qualifications:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the experience and training would be:

- Five (5) years of increasingly responsible auditing experience involving planning, organizing, and independently performing audit tasks for financial audits, compliance audits, operational audits or internal control reviews including two (2) years of administrative and management responsibility.

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, business administration, or a related field.
- Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or equivalent certification or license is required.
- Public sector experience is also highly desirable.
- Experience and knowledge in complex auditing controls and security systems, operations, budgeting, and research, financial and operational analysis as well as personnel management is essential as well as the ability to communicate clearly and concisely, orally and in writing.

**A more detailed position profile/recruitment brochure is currently being prepared and will be available soon by request and on the Neher & Associates webpage:**

**[www.executivesearchneher.com](http://www.executivesearchneher.com)**

**In the mean-time additional information (including the fiscal year 2020-2021 budget and 2020 -2025 City Strategic Plan) is also available at the City of Modesto webpage:**

**<https://www.modesto.com/27/government>**

**How to Apply:** Please submit resume/letter of interest as soon as possible to:

Robert Neher, President or Lawrence Davenport, Executive Vice President

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e-mail submission preferred or applications can also be accepted at the Neher & Associates website noted above.

Filing Date – Immediate – Open until filled

*(Leading candidates will likely be reviewed by the City in early to mid - March 2021)*

*The City of Modesto is An Equal Opportunity/ADA Employer.*