

CITY OF HALLSVILLE

JOB DESCRIPTION: Internal Auditor --

DEPARTMENT: Water

Serves as the Internal Auditor for the general, water and police departments; reconciles bank statements each month and prepares financial statements for City Council meetings; assists City Secretary with accounting and budget duties; prepares quarterly reports; works with public relations for the City and performs other related work as required.

GENERAL PURPOSE

Performs banking account reconciliations monthly and prepares financial statements presented to Mayor and City Council. Performs audits on general, water/sewer and police department.

SUPERVISION

Works under the supervision of the Mayor

REQUIRED DUTIES AND RESPONSIBILITIES

- Reconciles general fund accounts on a monthly basis
- Reconciles water and sewer fund accounts on a monthly basis
- Reconciles interest and sinking fund accounts on a monthly basis
- Prepares monthly financial statements for general account
- Prepares monthly financial statements for water and sewer account
- Performs internal audit on police department equipment and property
- Performs internal audit on City Hall's equipment and property
- Assists in preparation of City's annual budget
- Prepares quarterly reports filed with the state
- Assists with accounting functions as needed
- Assists Water Superintendent with state reports
- Prepares payroll taxes for filing
- Prepares monthly sales tax report filed with the state
- Prepares quarterly taxes
- Prepares monthly transactions to bond reserves
- Prepares monthly TML reports
- Prepares monthly TMRS reports
- Monitors expenses
- Monitors budget
- Prepares year end W2's
- Assists with Accounts Payable

HOURS

8:00 AM - 5:00 PM Monday thru Friday

DRESS

Professional and appropriate dress required

EMPLOYEE HANDBOOK

Have read and understand and is required to be in compliance with handbook at all times