

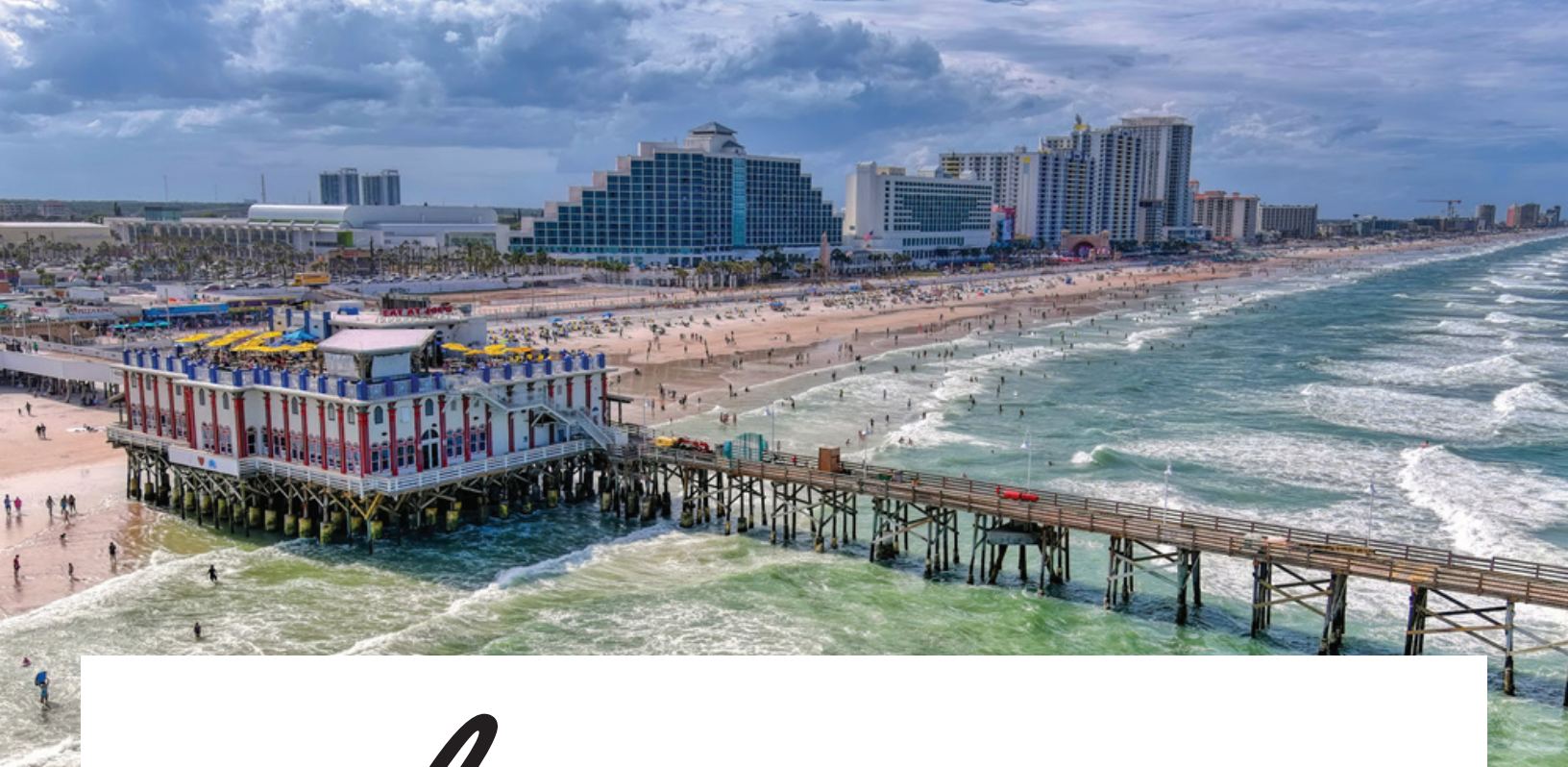


JOB ANNOUNCEMENT

CITY AUDITOR

(REPORTS DIRECTLY TO THE CITY COMMISSION)

WWW.DAYTONABEACH.GOV



welcome

TO DAYTONA BEACH, FL

Set against balmy breezes and anchored by 23 miles of clean, hard-packed white sand, Daytona Beach is a diverse city that welcomes millions of visitors each year. The city is world famous for its colleges and universities, being the birthplace of motorsports racing, a hub for aviation and aerospace innovation and its pristine beach. It is a great place to live, work, play, learn and raise a family.

Located on the east coast of Central Florida, Daytona Beach has a population of about 86,000.

It is an incorporated municipality within the county of Volusia. The city, which encompasses 68 square miles, is located about 89 miles south of Jacksonville and 50 miles northeast of Orlando.

Tourists and residents treasure the city's diversified mixture of a beautiful beach, historic districts, marinas, unique shops and restaurants, recreational facilities, hotels, resorts, and meeting spaces, and modest to luxurious housing. Residents and visitors can hike or bike miles of trails, explore parks, hit the golf links, and enjoy a wide array of outdoor activities.

Daytona Beach boasts a diverse workforce, large parcels of undeveloped land, a business-friendly environment and is the home base for several high-tech companies and institutions of higher learning. Colleges and universities in the area include Bethune-Cookman University, Daytona State College, Embry- Riddle Aeronautical University, Florida State University College of Medicine Regional Campus, University of Central Florida Regional Campus (UCF Direct Connect) and Keiser University. In addition, Palmer College of Chiropractic, Stetson University and the University of Central Florida's main campuses are within an hour's drive. The city is also home to the Advanced Technology College, which provides advanced technological training that meets the current and future needs of industry in the area.

The city is home to three major sports organizations — the Daytona Tortugas, which is a minor league affiliate of the Cincinnati Reds, the Ladies Professional Golf Association, the National Association of Stock Car Racing (NASCAR).

CITY GOVERNMENT

The City of Daytona Beach operates under the Commissioner - Manager form of government. In addition to the City Manager and City Attorney, Daytona Beach has three Deputy City Managers (Fire, Growth Management & Planning and Police), one Assistant City Manager (Capital Projects and Infrastructure), and Economic, Redevelopment, Finance, Human Resources, Information Technology Systems, Planning, Public Works and Utilities directors.

The City Manager is responsible for carrying out the policies and directives of the City Commission, overseeing the day-to-day operations of the city and appointing various department directors.

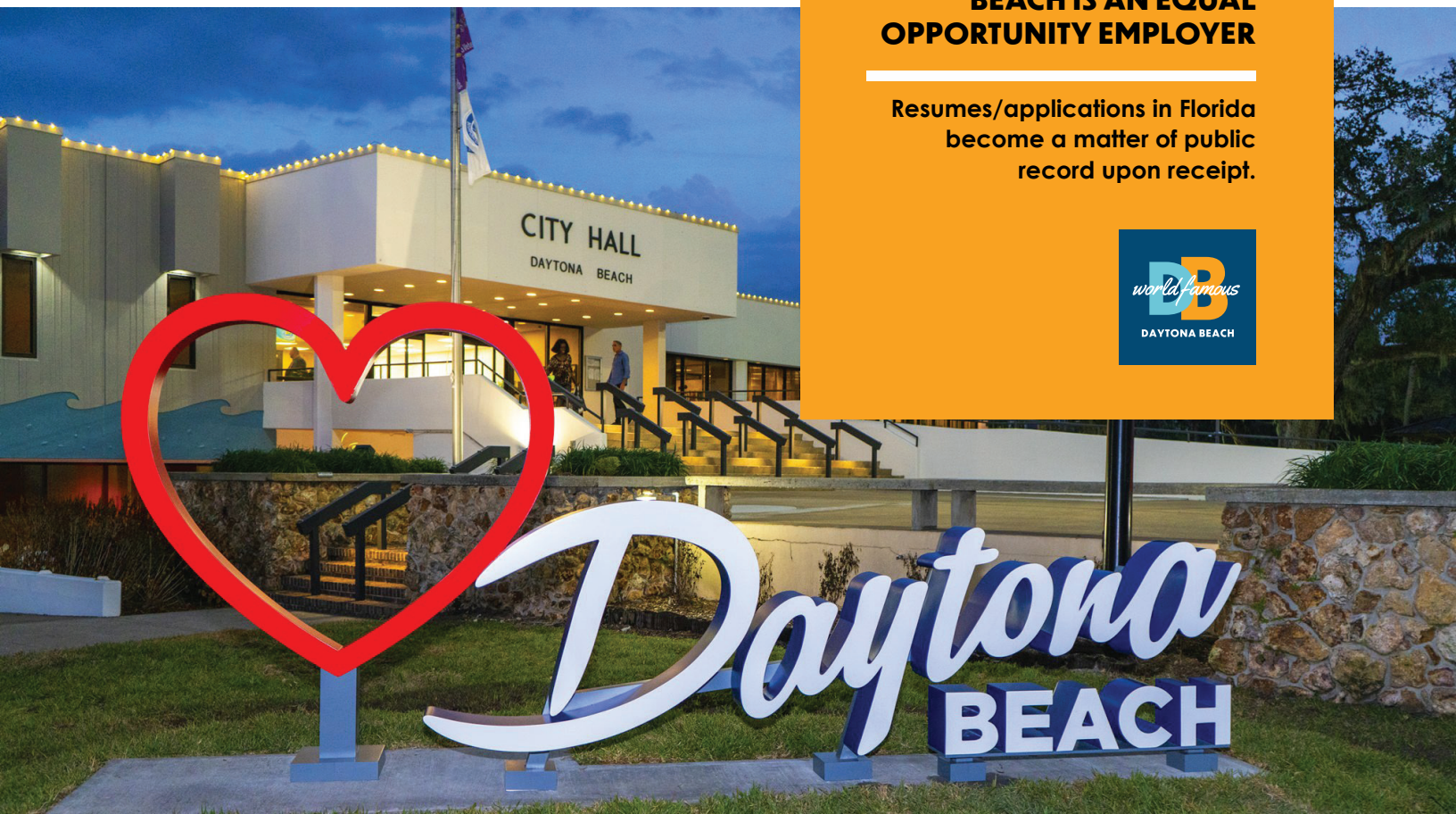
The city is empowered to levy a property tax on real and personal property located within the city and provides general government, public safety, transportation, economic environment and culture and recreation

services to its residents. To provide these services, the city operates nine enterprise activities: a water and sewer system, a solid waste system, a stormwater system, a marina with office plaza, a municipal golf course, a tennis center, special event, and cultural venues (theater, oceanfront bandshell and amphitheater), municipal and minor league baseball stadiums and pier operations.

The City Auditor will head up a new department that will report directly to the City Commission. The primary function of the appointed City Auditor is to audit the processes under the purview of the City Manager and City Attorney at the direction of the City Commission. This department will have total autonomy from the City Manager and City Attorney.

THE CITY OF DAYTONA BEACH IS AN EQUAL OPPORTUNITY EMPLOYER

Resumes/applications in Florida become a matter of public record upon receipt.



ABOUT THE POSITION

The city of Daytona Beach is seeking a dynamic leader with a passion for financial auditing and government auditing, along with a strong commitment to public service to head the City Audit Department. The ideal candidate will be a highly ethical professional with a combination of exceptional interpersonal skills, leadership qualities and technical knowledge. They will have a clear understanding of financial principles, procedures, and practices, and fiscal compliance and must have excellent communication and problem-solving skills to develop and maintain close working relationships with the City Manager and Department Directors.

The City Auditor, appointed by and reporting directly to the City Commission, has the responsibility of administering and directing the city audit department, including the appointment, supervision and removal of all personnel employed in the department and preparing the department's budget for commission approval.

This department will not be under the purview of the City Manager or the City Attorney. The City Auditor will be hired under an employment agreement and will be "at will" working at the discretion of the City Commission.

ESSENTIAL FUNCTIONS

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.**

- ✓ Submits an annual audit plan to the City Commission for review and approval prior to the start of each fiscal year. Said plan will include suggested audits of programs and processes from the City Commission and staff.
- ✓ Conducts such special audits and investigations as directed by the City Commission.
- ✓ Performs quarterly payroll audits at the Halifax Marina and other areas; performs various audits during the fiscal year.
- ✓ Performs unannounced cash counts in all areas.
- ✓ Determines findings based upon documented audit work; issues recommendations based upon the findings.
- ✓ Plans, supervises and performs financial, compliance and operational audits including evaluation and testing of internal controls.
- ✓ Plans, supervises and performs special projects and revenue sources, improvement of operating procedures and similar accounting work.
- ✓ Based upon audit work, suggests performance measures and indicators as needed to ensure that the work of subject units can be monitored.
- ✓ Adheres to generally accepted government auditing standards established by the Comptroller General of the United States to conduct the auditor's work and be independent as defined by the standards.
- ✓ Attends regular meetings of the commission and such other meetings as may be required.

THE IDEAL CANDIDATE



EDUCATIONAL & CERTIFICATION REQUIREMENTS

Degree in Finance, Accounting, Business Administration or a closely related field from an accredited college or university; master's degree preferred. The successful candidate must hold a Florida Certified Public Accounting License and designation as a Certified Internal Auditor (CIA) preferred. Must obtain CIA within one year of hire date.



WORK EXPERIENCE

Education must be supplemented by a minimum of five years' of progressively responsible experience in financial auditing with direct experience in a governmental or similar public entity. Or, any combination of education, training, and experience that would likely provide the knowledge, skills and abilities to successfully perform in this position.

DESIRED ATTRIBUTES

- ✓ Comprehensive knowledge of Governmental Auditing Standards established by the Comptroller General of the United States.
- ✓ Comprehensive knowledge of laws, ordinances, standards and regulations pertaining to the essential duties and responsibilities.
- ✓ Has comprehensive knowledge of principles and practices of administering and directing a comprehensive program for a public or similar governmental institution, to include internal controls for billing, cash management, investing and governmental reporting requirements.
- ✓ Knowledge of external auditing/accounting, investment, cash management, internal controls, budgeting and general ledger.
- ✓ Knows how to initiate, build and maintain cooperative and effective relationships with interdepartmental personnel, as well as any external entities with which the position interacts.
- ✓ Demonstrate a track record of understanding and respecting the practices, customs and values of people from different backgrounds, perspectives and cultures.
- ✓ Enthusiastic, self-starting work approach.
- ✓ A responsive, proactive problem solver who is decisive and leads by example.

COMPENSATION

The annualized salary range for the City Auditor is **\$110,059 to \$191,139.**

The city will offer a competitive salary commensurate with experience and qualifications. The city offers a comprehensive benefits package including health insurance, paid holidays, personal leave and membership in the Florida Retirement System.

INTERNAL CANDIDATES

The city recently created the City Auditor position and there are no internal candidates.

HOW TO APPLY

E-mail your cover letter and resume to Recruit24@cb-asso.com by March 7, 2025. Questions should be directed to Steve Sorrell at (513) 317-0678 or Colin Baenziger at (561) 707-3537.



world famous
DAYTONA
BEACH

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