



City of Mansfield

Kelly Blankenship, Finance Director
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JOB POSTING AUDIT MANAGER

BARGAINING UNIT	GRADE	STEP	HOURLY	ANNUALLY
NON-BARGAINING			\$26.00 – \$37.00	\$ 54,080 – \$76,960

Reports To: Assistant Finance Director
FLSA Status: Exempt

ABOUT US: The City of Mansfield is a vibrant and growing community nestled in the heart of Ohio. We are committed to providing exceptional services and maintaining the highest standards of financial integrity. As part of our dedication to transparency, accountability, and efficiency in our operations, we are seeking a highly skilled and experienced Audit Manager to join our Finance team.

POSITION OVERVIEW: As the Audit Manager for the City of Mansfield, you will be responsible for leading and overseeing all internal auditing activities to ensure compliance with applicable laws, regulations, policies, and procedures. You will play a critical role in evaluating the effectiveness of internal controls, identifying areas for improvement, and providing assurance to city management and stakeholders regarding the integrity of financial and operational processes.

DUTIES AND RESPONSIBILITIES:

- Develops and execute risk-based audit plans and programs to assess the adequacy and effectiveness of internal controls, risk management practices, and governance processes across various city departments and functions.
- Conducts comprehensive audits of financial statements, operational processes, and compliance with regulatory requirements, including but not limited to, GAAP, GASB, and other relevant standards.
- Leads and supervises audit engagements, including planning, fieldwork, reporting, and follow-up activities, ensuring timely completion and delivery of audit findings and recommendations.
- Collaborates with departmental managers and staff to identify areas of risk, recommend control enhancements, and implement best practices to mitigate risks and improve efficiency and effectiveness.
- Stays abreast of emerging trends, regulatory changes, and industry developments in auditing and accounting standards, incorporating relevant updates into audit methodologies and procedures.

- Fosters a culture of accountability, transparency, and continuous improvement by promoting awareness of internal control concepts and providing training and guidance to city staff on audit-related matters.
- Prepares clear and concise audit reports, presentations, and communications for senior management, city officials, and external stakeholders, highlighting audit findings, recommendations, and opportunities for enhancement.
- Performs all other duties as assigned.

QUALIFICATIONS:

- **Education** – Bachelor’s degree in Finance, Accounting, Business Administration, or related field preferred; minimum of 5 years of progressive experience in internal auditing, external auditing, or financial management, with at least 2 years in a supervisory or managerial role; strong knowledge of auditing principles, techniques, and standards, including risk assessment methodologies and Generally Accepted Auditing Standards (GAAS); comprehensive understanding of governmental accounting principles and practices, including familiarity with GASB standards and regulations.
- **Technology** – Proficiency in New World Systems (desired) and Microsoft Office applications, is required.
- **Language Skills** – Ability to clearly and effectively interact confidently and collaboratively in both written and oral communication, with stakeholders, management, and co-workers.
- **Leadership** – Demonstrated leadership abilities, including experience in managing audit teams, prioritizing tasks, and driving results in a deadline-driven environment.
- **Organizational** – Excellent organizational and time management skills, with the ability to prioritize tasks effectively.

BENEFITS:

- Competitive salary commensurate with experience
- Comprehensive benefits package including health, dental, vision insurance, retirement plan, and paid time off
- Opportunities for professional development and advancement
- A supportive work environment with a diverse and inclusive team

HOW TO APPLY:

If you are passionate about promoting accountability, transparency, and excellence in Mansfield’s financial operations, we encourage you to apply for this exciting opportunity. Please submit your resume and cover letter detailing your qualifications and why you are interested in joining our team.

Send resume and cover letter by mail: Finance Department
City of Mansfield
30 N. Diamond St.
Mansfield, OH 44902

by email: Kelly@ci.mansfield.oh.us

APPLICATION DEADLINE: APRIL 30, 2024

We thank all applicants for their interest in joining the City of Mansfield Finance Department; however, only those selected for an interview will be contacted.