

City Auditor



101 W. Abram Street, Arlington, Texas 76010





The Community

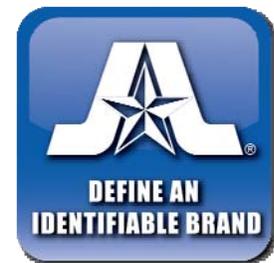
The City of Arlington (pop. 367,154), now the seventh-largest city in Texas. Located in the Dallas/Fort Worth Metroplex, Arlington is a full-service city supported by a total budget of \$410 million and a full-time staff of 2,475. With a land area of approximately 100 square miles, Arlington is easily accessible by highway, rail and air.

The City of Arlington offers an outstanding park and linear trail system; educational excellence in our local schools (served by four Independent School Districts: Arlington, Kennedale, Mansfield, Hurst/Euless/Bedford), the Tarrant County College Southeast Campus, and is home to the University of Texas at Arlington. Arlington has a diverse local economy evidenced by our major employers: General Motors, Texas Health Resources, GM Financial, Lear, Aetna and Chase Bank. Arlington is a regional destination for retail shopping as well.

The City's Entertainment District hosts premiere attractions including amusement parks, the Texas Rangers Ballpark in Arlington and AT&T Stadium, home of America's Team—the Cowboys NFL Franchise, drawing more than 6.8 million visitors a year. In close proximity to DFW Airport, Dallas and Fort Worth, residents have access to world-class orchestras, theaters and some of the finest museums in the world, all within a 30-minute drive. Arlington's vision: A pre-eminent city, providing an exemplary, safe environment to live, learn, work and play.

Government

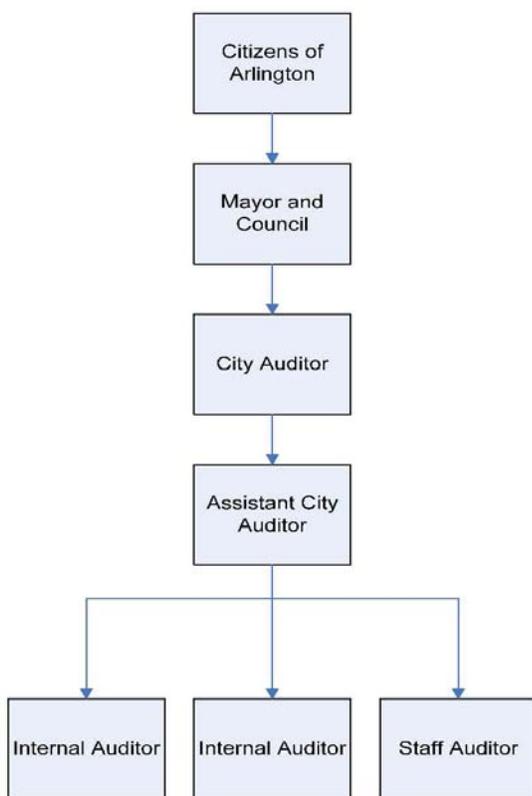
The City of Arlington operates under the Council-Manager form of government. The City has eight Council members and a Mayor. Five of the Council members are elected from geographic districts, three are elected at-large, and the Mayor is also elected at-large. The Council appoints the City Manager, City Attorney, City Auditor and Municipal Judges. Deputy City Managers and Department Directors are appointed by the City Manager. Directors are responsible for the oversight of day-to-day operations including decision making, community relations for their area of responsibility, national and regional association representation, and as an important contributor to city strategic planning and budgeting.



City Auditor 's Office

The City Auditor's Office is responsible for financial, compliance, contract/vendor, information systems and tax audits. The City Auditor's Office also plays a critical role in performance audits, and occasionally performs special audits as requested or as considered necessary.

The City Auditor's Office is committed to continually improving service delivery and strengthening accountability to the citizens of Arlington.



Mission — To assist the Mayor and City Council in the effective discharge of their responsibilities by identifying risks, conducting independent evaluations and presenting recommendations that add value to and improve operations at the City of Arlington.

Vision — The City Auditor's Office supports the overall vision, mission and values of the City of Arlington. Our office strives to continually provide ethical, professional and quality auditing services that are proactive and provide assurance that the City Auditor's Office is committed to serving the citizens of Arlington.

City Auditor

Under nominal direction the City Auditor plans, organizes, directs, controls and prioritizes internal audits to aid city management in evaluating the effectiveness of internal controls and the effectiveness and/or efficiency of city operations.

Prior to the start of each fiscal year, the City Auditor is expected to submit an annual audit plan to the City Council for review, comment and approval. The City Auditor is currently supported by a staff of four and is responsible for organizing and administering the City Auditor's Office in a manner that does not allow for interference or influence that might adversely affect the Auditor's independent and objective judgment. In accordance with the Charter, the Council expects the Auditor to approach his/her work in a manner that assures maximum coordination between the activities of the Auditor's Office and the needs of the City Manager, City Council and external auditors.

Position Requirements

- Knowledge of generally accepted accounting principles related to GFOA and AICPA regulations.
- Knowledge of generally accepted auditing standards and GAO standards.
- Knowledge of public finance administration.
- Knowledge of municipal government organizational structure, services and operations.
- Knowledge of federal, state and local statutes and ordinances regulating municipal government.
- Knowledge of criminal statutes.
- Skill in compiling and analyzing financial reports and accounting statements.
- Skill in conducting criminal and administrative investigations.
- Skill in management of audit operations as well as other management techniques.
- Ability to formulate and establish strategic and tactical goals for Internal Audit; develop and implement effective auditing policies and procedures effectively utilizing the capabilities of the staff.
- Ability to conduct independent audits and studies.
- Ability to prepare reports, to document and communicate findings and recommendations.
- Ability to prepare division budgets and authorize expenditures.
- Ability to assist external auditors.

Qualifications

Qualified candidates will have a minimum of five years experience in the auditing and/or accounting field including a minimum of three years in a management or supervisory position involving general accounting and auditing. A Bachelor's degree in public administration, finance, accounting, business management or related field is required; a Master's degree in a related discipline is highly preferred. Certification as a CPA or CIA is required.

The Ideal Candidate

The ideal candidates will have substantial experience in or exposure to municipal finance and/or auditing. A combination of service in the public and private sectors will be considered favorably. In addition to prior management experience, Arlington's City Auditor will have a strong systems background, and exhibit extensive familiarity with current best practices and contemporary approaches to auditing, thereby enjoying high credibility in the industry. Preferable backgrounds include service in an organization of similar size and complexity, experience reporting to an elected or appointed body, and work histories that reveal reasonable time/service commitments and logical progressions of responsibility.

In addition to meeting the minimum qualifications and requirements for this position, the ideal candidate should be a professional leader who is not only supportive, but an effective communicator with the ability to build positive relationships with the City Council and city staff. The ideal candidate will bring a positive example of competence, professionalism, energy and work ethic to the organization. This position requires excellent analytical, organizational, oral and written communication skills.

Salary

The City of Arlington is offering a competitive salary commensurate with experience and a comprehensive benefits package. Residency within the City of Arlington is required, and the reimbursement of relocation expenses will be included as part of the compensation package.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: ARLCA

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