

WARD COUNCILLORS

- 1 – David R. Thibault-Muñoz
- 2 – Dana M. Heath
- 3 – Paul G. Tassone
- 4 – Karen G. Hardern
- 5 – Aleksander H. Dernalowicz, Esq.

COUNCIL PRESIDENT

George C. Tyros

COUNCILLORS AT LARGE

- Calvin D. Brooks
- Craig R. Cormier
- Brad E. Heglin
- Elizabeth J. Kazinskas
- Judy A. Mack

**CITY OF GARDNER
MASSACHUSETTS**

CITY COUNCIL



SPECIAL SEARCH COMMITTEE FOR THE CITY AUDITOR MEETING NOTICE

Date: Wednesday, January 21, 2026
Time: 5:00 P.M.
Location: Mayor’s Conference Room 128, City Hall

AGENDA

CALL TO ORDER

ANNOUNCEMENT OF OPEN MEETING RECORDINGS

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.

- Review and Discussion of Resumes to Select Finalists for the City Auditor Position.

ADJOURNMENT

NOTICE: The listing of Agenda items are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY COUNCIL OF GARDNER

Aleksander H. Dernalowicz

Aleksander H. Dernalowicz, Co-Chair

Dana M. Heath

Dana M. Heath, Co-Chair

CITY AUDITOR

Position Purpose:

Responsible for formulating policies, plans, procedures for and coordinating the application of audit and accounting procedures; the accuracy and efficiency of municipal and departmental accounting systems; providing the necessary information to prepare annual City budget; assisting the City Council on municipal fiscal affairs. Establishes department short- and long-range goals and objectives, plans and performs other duties as required, and is responsible for financial oversight of the City.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards.

Supervision Received: Works under the policy direction of the City Council President. Employee functions independently referring specific problems to the City Council President only where clarification or interpretation of City policy or procedure is required. Resolves most problems independently, keeping the City Council informed of progress, problems, and implications of decisions.

Supervision Given: Has direct supervisory responsibility for two full-time department employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; and providing performance reviews of employees.

Job Environment:

Work is performed under typical office conditions; noise level is moderate.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes regular contacts with local, state, and federal offices, department heads, Bond Consultants, Credit Rating Agency, Auditing Firm, and outside legal counsel. Has limited contact with the general public. Contacts are in person, by telephone, and in writing, and involve furnishing routine information as well as discussing complex financial issues. Contacts require some discretion, resourcefulness, and persuasiveness to achieve desired objectives.

Has access to all municipal financial information and significant confidential information, including bid proposals, negotiating positions and legal proceedings.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Manages the Office of the City Auditor; supervises staff; devises and maintains the department budget. Develops and implements the City's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the City is fraudulent, unlawful, or excessive as prescribed by Massachusetts General Laws. Reviews and approves all cash receipts for posting to the general ledger.

Assists with the annual budget preparation; prepares and distributes revenue and expenditure budget request forms to departments. Provides objective financial data and analysis to the Mayor on various budget issues as needed during the Mayor's review of department estimates. Prepares, analyzes, and distributes budget reports to departments and City Council, as requested.

Answers questions from various sources regarding the preparation, analysis, and financial impact of the annual budget.

Prepares and presents to the City Council a complete financial analysis of the revenue and expenditure outlook for the budget year under review.

Prepares the published annual budget books.

Reviews and approves all journal entries posted to the general ledger.

Reviews and certifies purchase contracts.

Calculates the costs and related appropriation of collective bargaining agreements.

Coordinates the City's annual independent financial audit.

Performs or coordinates completion of various periodic reconciliations related to accounts payable; accounts receivable; fixed assets; cash; budget; and debt.

Reviews and approves all warrants for vendor invoices and payrolls.

Prepare all financial statements and other analyses for the annual calculations and certifications of the City's Free Cash as of June 30.

Review all requests for supplemental appropriations.

Maintains MUNIS software user permissions and access protocols to protect the financial database. Coordinates and assists in executing annual MUNIS updates. Create new Fund entities in MUNIS as needed.

Serves as ex-officio voting member of the Retirement Board.

Oversees and manages all functions of the City's Health Insurance Trust Fund.

Attends meetings as requested by the City Council.

Updates City Auditor web page on the City website by posting new reports and other pertinent data as it becomes available.

Complies with federal, state, and local requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, advising management on needed actions. Prepare data for and coordinate the completion of the financial schedules and reports to the State.

Interprets financial policies, objectives, and requirements. Periodically conduct a detailed review of the city's financial statements and general financial condition with bond rating agencies. Review the financial position of each Fund in the general ledger on a perpetual cycle throughout the year; follow-up with the department heads.

Maintains office staff by selecting, orienting, training, coaching, and disciplining employees, planning, monitoring, and appraising job results.

Maintains professional and technical knowledge by participating in professional development and/or continuing education opportunities.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in accounting, finance or a related field; master's degree in accounting, management preferred; more than five years of progressively responsible experience in accounting or financial management; experience in municipal accounting preferred; or any equivalent combination of education, training and experience. Prior supervisory experience required. Experience in a medium-to-large-scale accounting environment preferred.

Special Requirements:

Certified Public Accountant (CPA) or Certified Government Accountant (CGA) preferred. Certified Government Management Accountant is required. Trained in MUNIS financial accounting computer software, or other similar financial-related software programs preferred.

Knowledge, Ability and Skill:

Knowledge:

Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer applications for accounting and financial management. Specific knowledge of municipal fund accounting, budgeting, and financial reporting.

Ability:

Ability to critically read, interpret, and execute local, state, and federal laws relating to municipal financial activity. Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to establish and maintain cooperative relationships with City officials and governmental representatives. Ability to supervise and coordinate the work of employees and to maintain effective working relationships with employees. Ability to establish goals and objectives for the department. Ability to recognize city-wide priorities and work cooperatively to support their accomplishment. Ability to identify and analyze complex issues and to develop appropriate recommendations. Ability to discover errors that are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the City's financial position, as errors may have legal ramifications.

Skill:

Skill in utilizing a variety of computer and accounting software systems. Skill with MUNIS, Microsoft Office Suite, Internet browsers, Web editing software, Lotus Notes, and other related programs. Aptitude for numbers and details. Strong organizational and analytical skills. Excellent public speaking skills and decision-making skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort is required to perform essential functions under typical office conditions. Ability to operate a keyboard and calculator and view computer screens for an extended period of time. Regularly required to convey financial information to others.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)