

WARD COUNCILLORS

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

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**CITY OF GARDNER
MASSACHUSETTS****CITY COUNCIL****SPECIAL SEARCH COMMITTEE FOR THE CITY AUDITOR MEETING NOTICE**

Date: Tuesday, February 3, 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.

1. Approval of Previous Meeting Minutes.
2. Finalize Questions for the Auditor Interviews.
3. Discuss Scheduling of the Interviews.
4. Discuss Remaining Steps in the Auditor Committee Process.

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 Role -- Introduction

The City Auditor is one of the three positions in the city elected by and reporting to the City Council. The other 2 are the City Clerk and the City Treasurer/Collector. This position works under the policy direction of the City Council President, functioning as an independent municipal officer accountable to the Council, specifically under the oversight of the Finance Committee. While the Auditor works regularly with the Mayor and department heads to address budget questions and financial planning, the role remains distinct in its responsibility to provide neutral, fact-based financial guidance.

City of Gardner Auditor Interview Questions

*Opening statement about the auditors appointment by the CC and role in working with collaboratively and communicating as needed with both the Mayor and CC: Dern

1. Why do you want to work as an auditor for this municipality?
 - What is your understanding of the role of a municipal auditor?
 - Why do you want to work here? What draws you to Gardner?
 - Knowledge of salary scale
2. What auditing software or systems are you familiar with?
Are you experienced with computer programs needed for this position? (Munis, Excel)
3. Can you describe a particularly complex audit you conducted and how you successfully completed it?
 - Give an example of how you would explain a complicated financial situation or report to those without a financial background?
4. What knowledge do you have of state laws and regulations?
5. How do you stay updated with changes in auditing standards and regulations?
6. How do you ensure compliance with state and local regulations during an audit?
7. What is your experience, if any, with GASB (Governmental Accounting Standards Board) and GAAP (Generally Accepted Accounting Principles)?
8. What are the most important skills an excellent auditor should possess?
9. Have you ever been responsible for supervising a staff? Describe your experience with managing and directing professional and clerical staff?
10. Tell us your professional experience in the following areas:
 - Developing and managing a budget. How large of a budget?
 - Developing financial policies and providing recommendations to the Executive Department
 - Supervision and utilization of accounting systems.

- Reconciliation of accounts/cash balance with other departments.
- Retirement programs.
- Audit Activities.

11. What is your experience with working with employee benefits and health insurance?

12. Do you have any questions for us?

DRAFT