

# **Careers in City Government**

## **City Auditor**

**Nancy Lunde, Cooperstown, ND**

**Population: 984**

### **What are your duties and responsibilities as Auditor of your city?**

The job of city auditor involves attending and keeping official record of all City meetings and projects, payroll, payment of all expenses for the city, managing all receipts to the city, preparing monthly financial reports, acting as Administrator for the Planning and Zoning commission, maintaining City records, countersigning contracts and checks, presenting communications and bills filed in the office to the City Council, maintaining special assessment lists, reconciling bank accounts, working with the department heads of public works, ambulance fire department and the Council in preparing an annual budget, completing all Airport Authority accounting and any other duties the City Council directs.

### **What type of education and/or training is required for your position?**

To work as a city auditor, you need to have a financial background. You need to be able to work without supervision and be the type of person that will pursue answers even when you can hardly figure out what the question is. You do a lot of research to find answers to questions. You can't be afraid to ask other auditors questions as they are your best resource. The best thing that has been developed since I started working as city auditor is the new requirement which was introduced and passed during the 2017 Legislative session. The new state law (NDCC 40-16-03.18) requires city auditors, within one year of assuming office, to attend training based on a curriculum set by the North Dakota League of Cities. This will be very helpful to new auditors.

### **What is the most rewarding aspect of your position?**

The most rewarding aspect of this position is working with the public, answering questions or guiding people to the answers they are looking for. I have also enjoyed making improvements to areas within my job. We recently set up a new website for the City of Cooperstown. It was fun to make that change and have input in what we included on our new website. I also feel a very rewarding aspect of any job is to make improvements. It's great to feel the job is in a better place than when you started working there.

### **What advice would you give someone that is interested in working in city government?**

My advice to someone interested in working in city government is to be ready for questions, research and learning a lot of new things. There are so many rules within the Century Code that need to be followed, and no one can come into this job expecting to know these things. Don't be hard on yourself, give yourself time to learn and don't be afraid to ask questions. Learn from the auditors around you who have been at this very interesting and challenging job for much longer than you and enjoy your city.

**The BEST government is LOCAL government!**