

# THE CITY OF CAPE CORAL, FLORIDA



*invites your interest in the position of*

## CITY AUDITOR



# CAPE CORAL – AN EXCEPTIONAL OPPORTUNITY

## THE COMMUNITY

Home to an estimated 181,200 residents, Cape Coral comprises 122 square miles and is located in Lee County on the Gulf Coast of Southwest Florida. The City of Cape Coral was founded in 1957 as a master planned, pre-platted community and incorporated in 1970. The City is known as a "Waterfront Wonderland" with more than 400 miles of canals; boating, fishing and water sports are a significant enhancement to the quality of life. Cape Coral is a dynamic city with a tropical lifestyle and hometown feel with progressive strategies in place to wisely care for the environment and provide necessary infrastructure for the future. Renowned Gulf Coast beaches and family attractions like the popular Sun Splash Family Waterpark make Cape Coral appealing for residents and visitors alike. Located near Fort Myers and within sight of the glimmering Gulf of Mexico, Cape Coral is a community with all the beauty that you expect from Southwest Florida. And don't forget the golf courses, tennis courts, athletic parks, nature preserves, museums, music and plays. View fascinating exhibits, experience the way it was "back in the day" and take part in special programs at the Cape Coral Historical Museum. Established by the Cape Coral Historical Society, the Museum is dedicated to collecting, preserving and displaying the unique history of Cape Coral.

Educational infrastructure is a critical ingredient of the City's growth and development plans. Cape Coral is well served by regional colleges and universities, and the Cape Coral City Council has laid the foundation for locating higher education in the Cape. Growth momentum in Cape Coral is sustained by continuously expanding public and private school systems with high performance standards. The City's public schools are operated by the Lee County Board of Education, which is planning to construct as many as 40 new schools in Lee County in the next decade. The Board of Education operates 8 elementary, 6 middle and 5 high schools in the Cape. In addition, the City of Cape Coral has created and operates a municipal public charter school system, including 2 elementary, 1 middle and 1 high school.

The economic downturn made housing in Cape Coral very affordable within a wide market. Recent trends in the Cape Coral housing market are reflecting growth and revitalization for the city. Although Cape Coral offers the luxury of coastal South Florida living, the homes are still selling at very affordable prices, by the standards of most real estate throughout the country.

**Learn more by visiting the official site of the City of Cape Coral, Florida**

**[www.capecoral.net](http://www.capecoral.net)**



## THE GOVERNING BODY AND THE OFFICE OF THE CITY AUDITOR

The Governing body of the City consists of a City Council of seven (7) members and a Mayor elected to staggered four (4) year terms. The City Council appoints three (3) Charter Officers; the City Manager, City Attorney and the City Auditor.

Including the City Auditor, the City Auditor's Office consists of five (5) employees. There are four professional auditors and one administrative staff person. The Auditor's Office has an operating budget of \$691,605 for fiscal year 2017.

## THE POSITION

The City Auditor is appointed by the City Council and may only be removed from office for cause by a majority vote of the City Council. Under the general direction of the City Council, the Auditor plans and coordinates internal audits, reviews, and special projects as an independent and objective appraisal activity within the City. He/She supervises audit office staff and conducts audits of the various administrative departments, divisions, contracts and programs of the City.

**The essential duties and responsibilities of the City Auditor include but are not limited to the following:**

- Reviews the reliability and integrity of the City's established management and accounting system.
- Manages audits and special projects necessary to evaluate and improve efficiency and effectiveness.
- Engages and facilitates the work of external CPAs performing the annual financial audits of the City, Charter School Authority, General Pension Trust Fund, Firefighter's Pension Trust Fund and the Police Officer's Pension Trust Fund.
- Sets and maintains an effective organizational vision and objectives. Prepares an annual audit plan and strategic 3-year plan for annual submission to the City Council for review and approval.
- Maintains and monitors a City Fraud Hotline and conducts investigations as necessary.



- Maintains a framework of risk-based audit planning designed to allocate audit resources toward those areas designated the highest and most likely risk.
- Manages and develops the Office's fiscal year budget.
- Maintains familiarity with City activities by attending City meetings.

He/She will maintain expertise regarding governmental business, legal and accounting standards in addition to knowledge of up-to-date Federal, State, County and City regulations, policies and procedures. He/She will represent the City at local, state and federal functions.

## THE IDEAL CANDIDATE

In evaluating applicants for the City Auditor position the City Council will be looking for candidates who have the following characteristics, competencies, knowledge and skills:

- Interpersonal skills needed to interact with others effectively such as:
  - Effective tactics to influence and build consensus.
  - Ability to communicate clear and convincingly while actively listening.
  - A leader that can inspire others by holding true to conviction, leading by example and can advocate the audit function to others.
  - Conflict management skills in negotiating and resolving disagreements.
  - Demonstrated ability to work with others toward shared goals.
  - Management skills necessary to maintain departmental policies, monitor and develop staff, set priorities and achieve goals.
- Will be technologically progressive to assist in maintaining operational and management research tools including knowledge of IDEA or ACL software.
- Knowledge of GAGAS (published by the Comptroller General of the United States) and the International Standards for the Professional Practice of Internal Auditing (published by the Institute of Internal Auditors).
- Knowledge of The Standards of Internal Control in the Federal Government (published by the Comptroller General of the United States).
- An up-beat, enthusiastic, and driven outlook about this position with a strong service attitude to the City of Cape Coral.

## EDUCATION AND EXPERIENCE

He/She will have a Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration or closely related field. Education will be supplemented by ten (10) years of progressively responsible management experience including at least five (5) years of progressively responsible auditing experience with at least two (2) years in a supervisory capacity; public and/or private sector experience will be considered. The successful candidate will be a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA). Florida Government experience is preferred.





## COMPENSATION AND BENEFITS

Depending on qualifications and experience, the starting salary for the position is in the salary range of

**\$99,008 - \$163,342**

**Employee benefits are competitive, generous and include:**

- Medical and Life Insurance.
- Dental and vision plans.
- Deferred Contribution or Defined Benefit as retirement plan options.
- 457 and Roth IRA available.
- Paid Holidays (11).
- Generous Sick and Vacation Annual Leave.
- And More.

## HOW TO APPLY

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)

**Qualified candidates are encouraged to send a letter of interest and resume electronically by the close of business on January 6, 2017:**

**W. D. Higginbotham, Jr.**  
**Senior Vice President**  
**The Mercer Group, Inc.**  
**Daytona Beach Shores, FL**  
**Email - [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)**



**The Mercer Group, Inc.**  
*Consultants To Management*

*Resumes are subject to the provisions of Florida Public Records Statutes*

*The City of Cape Coral, is an Equal Opportunity Employer. The City of Cape Coral does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.*

