CITY OF READING

Interim City Auditor

Charter Section § 503. Defines the responsibilities of the City Auditor.
The City Auditor shall:

(a) Have financial oversight of City finances, independent of the Executive and Legislative branches and shall review all expenditures of the Mayor, City Council, and City boards, commissions and agencies;

(b) Review the annual budget before approval by City Council, and make nonbinding recommendations to City Council for consideration;

(c) Be present or represented at all Council meetings;

(d) Perform specific audits of City finances from time to time as determined by the City Auditor or City Council;

(e) Report to Council on the progress of the implementation of any recommendations as found in the annual audit and management letter;

(f) Assist in all audits conducted by independent auditors;

(g) Assure the accurate and timely completion and submittal of audit reports along with appropriate follow-up recommendations;

(h) Furnish to City Council, the Mayor, the Managing Director, and others, as appropriate, periodic reports of audits conducted;

(i) Interpret and communicate audit policies and procedures to all City management and staff;

(j) Direct internal financial security and loss investigation activities;

(k) Prepare an annual budget for the office of City Auditor and operate the office of City Auditor within approved budget limitations; and

(l) Issue any subpoenas in order to fulfill the duties and responsibilities of the office of City Auditor.

APPLICATION FORM

Name: _____

Address: _____

Date of Birth?_____

Where do you reside?_____

With proof of residency that you have resided in Reading continuously since May 2022 re copy of driver's license, state issued ID, etc.

Occupation: _____

Place of Employment & Address: _____

_____

_____

Telephone: Cell _____ Home _____

E Mail Address:_____

If you need more space for any of the questions below, please use the back of this form or attach additional sheets of paper. If you have a current resume, please attach it to this completed application.

1. Describe your educational background and professional experience(s) that apply to the responsibilities of this position.

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_____

2. Why are you interested in filling the City Auditor's position?

_____

_____

_____

3. As you may know, the City Auditor is the internal "watch dog" for the taxpayers of Reading. How would you determine areas to focus your efforts in fulfilling this responsibility?

_____

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4. What are the main internal controls within an organization? Do you have any experience with reviewing and testing internal controls?

_____

_____

_____

5. What skills, abilities or characteristics do you have that will help you achieve success as the City Auditor?

_____

_____

_____

6. Have you had any previous experience working with or for any governmental bodies? If yes, please describe.

_____

_____

_____

7. Have you ever been employed by the City of Reading? If so, please list positions.

_____
_____
_____

8. In a business relationship, have you ever provided goods or services for the City? If so, please describe?

_____
_____
_____

9. Have you served previously on any City of Reading Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

_____
_____
_____

10. Are you currently a registered voter? Yes_____No_____

10. How did you become aware that Council is seeking applicants to fill the Auditor's position?

_____

11. Have you ever been convicted of a felony? Yes____No____

13. Do you own any properties or businesses in the City? If so, please list?

_____
_____
_____

14. Will your schedule permit you to attend Council meetings held every Monday evening beginning at 5 p.m.?
Yes ☐ No ☐

15. Do you have any water/sewer bills, property taxes, codes violations, or fines which are delinquent for 6 months or longer? If so, please list and provide explanation.

_____
_____
_____

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

_____ _____

Signature Date

Please return the completed form to the

City Clerk's Office
Office 2-24
815 Washington Street
Reading, PA 19601
Or at council@readingpa.gov