

Accountability and Compliance Officer

DEPT: Administration	FLSA: Exempt
DIV:	EEOC: Professional
DATE: October 2025	



POSITION SUMMARY

Performs a variety of professional duties as needed to evaluate department programs through risk-based internal audits, advise on state and federal data privacy and AI ethics requirements, and coordinate grant applications and administration. Provides guidance, training, and support to ensure data governance, grant compliance, and asset protection.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant City Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Internal Auditor: Evaluates the efficiency, effectiveness, and compliance of department programs through risk-based audits to safeguard assets and prevent waste. Assesses internal controls in financial and operational processes ensure compliance, consistency, and efficiency; plans and conducts audit engagements in collaboration with the City Administrator's Office and Finance Department; reviews contracts and performs investigative audits related to allegations of fraud, waste, and abuse; analyzes complex operations for adherence to policies, procedures, and applicable laws; presents audit findings and recommendations to management in written and oral reports; advises department staff on corrective actions and best practices; performs follow-up audits to confirm implementation of corrective plans; and collaborates with City personnel to coordinate audit activities and track performance measures.

Data Privacy Officer: Advises departments on state and federal data privacy and AI ethics laws and compliance best practices; develops and delivers training and guidance on the Government Data Privacy Act and AI privacy standards; assesses IT systems, AI tools, and data processes to identify and mitigate privacy risks; recommends policy and procedural improvements to strengthen data governance and privacy compliance; and represents the City in meetings and forums on data protection and privacy matters.

Grants Coordinator: Researches and identifies grant funding opportunities aligned with City priorities; prepares and submits grant proposals, applications, and supporting documentation; develops and implements administrative procedures and controls for the grant application process; provides technical assistance and training to departments on grant writing and management; facilitates interdepartmental coordination on multi-departmental grant projects to ensure timely processing and compliance; monitors grant budgets, expenditures, and performance metrics; maintains a catalog of external grant resources and funding sources; and tracks and reports on grant deadlines, deliverables, and compliance obligations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a master's degree in accounting, finance, business administration, public administration or related field;
 - AND
 - B. Four (4) years of responsible experience related to above duties;
 - OR
 - C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of internal auditing standards, procedures, techniques, and internal controls; generally accepted accounting principles (GAAP) established by the AICPA and GASB; professional accounting standards and ethics; laws and regulations related to tax reporting and municipal operations; budgeting, accounting, and statistical procedures; computer accounting applications and financial software; business and technical writing; operation of standard office equipment; and public relations principles. Skilled in analyzing various financial and accounting problems, making standard adjustments, and formulating clear recommendations. Ability to operate standard office equipment (typewriter, calculator, computer) to produce formal documents, reports, and records; communicate effectively verbally and in writing; and establish effective working relationships with executive management, elected officials, department staff, and the public.

3. Special Qualifications:

Must be bondable. Having a Certified Public Accountant credential is advantageous, though not required.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)