



City of Gainesville

Office of the City Clerk
PO Box 490, Station 19
Gainesville, Florida 32627
clerks@cityofgainesville.org
352 334 5015

PUBLIC NOTICE

Advisory Board and Committee Openings

DEADLINE: WEDNESDAY, SEPTEMBER 15

All applications must be received by the Office of the City Clerk by this date.

Paper applications by 5:00 pm Online applications by 11:59 pm

Apply online at: <https://tinyurl.com/y3s22vpu>

AUDIT COMMITTEE - City Residency NOT Required

Internal auditing is the cornerstone of public sector governance by providing independent and objective services to help the City achieve intended results, accountability and integrity, improve operations, and instill confidence among neighbors and stakeholders.

The City of Gainesville Audit Committee reviews and discusses audit reports, risk assessment activities and the audit plan, and provides oversight of internal audit activities that include:

- Audit Engagements – operational, financial, information technology, compliance and other types of audit engagements that evaluate current and emerging key risks, and design and effectiveness of controls, to mitigate those risks.
- Audit Issue Follow up – management’s timely audit issue remediation and internal audit’s validation to ensure management action plans are implemented and sustainable.
- Consultations – advisory services that may include independent and objective evaluation of risks and models, evaluation of system pre-implementation risks, and championing the establishment of enterprise risk management.
- Other Advisory Services – audit and non-audit management special requests that require minimal hours.
- Investigations – management of the City's anonymous fraud hotline and related investigations.

The Audit Committee meets on an as needed basis but not less than once every quarter, and consists of 3 members: Mayor; Mayor pro tem; member appointed by the City Commission to serve in an advisory capacity. Recommendations of the committee are placed on the City Commission agenda for review and approval.

Staff support for the Audit Committee is under the direction of the City Auditor.



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Application Timeline

- Applications received for Audit Committee external member: August 16 – September 15, 2021
- September 16 – October 12, 2021, the Selection Committee internally reviews applications and recommends up to the top 3 candidates.
- October 21, 2021 City Commission Meeting – recommended candidates interview and City Commission selects external Audit Committee member.

Candidates must have the following experience:

- Must be a CPA in good standing.
- Must be independent of the City's governing body and management, and may not receive compensation from the City in any form.
- Upholds highest ethical standards.
- Has working knowledge of GAAP and financial statements, estimates, accruals, reserves and budgeting.
- Has working knowledge of internal controls over financial reporting.
- Has working knowledge of operational risk management and internal controls.
- Has working knowledge of information technology and data governance.
- Understands the audit committee function and internal audit activities, including audit issue follow up.
- Understands local government functions and utility operations.

Applicants are encouraged to submit a resume and any additional information relevant to their application.

Paper applications are available in the Office of the City Clerk for pick-up on the first floor of City Hall at 200 E. University Ave. 32601, or may be mailed to those requesting one. Please contact Kristen Bryant at 352.275.8307 or email bryantk1@cityofgainesville.org. Mailed/paper applications must be received by the Office of the City Clerk by the deadline, typically by 5:00 pm on the last business day of the month.

Online applications are available at: <https://tinyurl.com/y3s22vpu> General information regarding advisory boards and committees can be found at: <http://www.cityofgainesville.org/ClerkOfTheCommission/AdvisoryBoardsCommittees.aspx>

The Gainesville City Commission is pleased to receive applications for consideration to the following Quasi-Judicial and other Advisory Boards/Committees. Openings will be advertised on an on-going basis, and regularly updated. Applications from previous application cycles will not be considered, all applicants must submit an application during the current cycle.