

City of Portland
Job Opportunities
July 29, 2022

HHS ADMINISTRATOR OF INTERNAL AUDIT AND FINANCE

City of Portland, Maine
Health and Human Services Department

The City of Portland's Health and Human Services Department is seeking a highly qualified candidate to serve as the Department's Administrator of Internal Audit and Finance. This position reports to the Director of Health and Human Services and is a member of the HHS leadership team. This position is responsible for the financial oversight of the Department's budget totaling \$80,463,404 in FY23. A successful candidate in this position will work with and provide oversight to multiple financial teams within the Health and Human Services department in the divisions of Public Health, Social Services, Office of Elder Affairs and the Barron Center.

Candidates must have significant experience with financial reporting, auditing and analysis and the ability to learn new financial systems. Additional preferred experience should include: Grant reporting and financial oversight, monthly budget reporting and annual budget creation, as well as supervisory experience. Applicants must be highly experienced using computers and spreadsheets. Considerable experience in accounting and a bachelor's degree in accounting or business administration required, master's level preferred. A flexible work schedule is available for this position. Offers of employment are contingent upon successful completion of criminal background check.

Non-Union position - Grade C51 – Starting salary range: \$73,097-\$79,879 annually.

Accepting applications until position is filled.

To APPLY for this position, click here:

<https://selfservice.portlandmaine.gov/ess/employmentopportunities/jobdetail.aspx?req=358&sreq=3&form=5000&desc=HHS%20ADMINISTRATOR%20OF%20INTERNAL%20AUDIT%20AND%20FINANCE>

City Benefits

Permanent employees receive a generous benefits package that includes paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine and Thomas College.

The City of Portland is strongly committed to diversity in its workforce.

Women and Minorities are encouraged to apply.

We are an Affirmative Action/Equal Employment Opportunity employer.

*****COVID-19 Vaccine Mandate*** For the safety of our employees and our constituents, the City of Portland requires that new employees be fully vaccinated against COVID-19 prior to the start of employment. Candidates may request an accommodation for medical reasons or sincerely held religious beliefs at the conditional offer stage.**