



## Job Description

<b>Title:</b>	Deputy Auditor	<b>Classification:</b>	100
<b>Division:</b>	Administration	<b>Job Code:</b>	100.3
<b>Department:</b>	Auditor	<b>Last Revised:</b>	
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	16

### **GENERAL PURPOSE**

Performs a variety of entry level complex clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Auditor.

### **SUPERVISION RECEIVED**

Works under the general supervision of the County Auditor.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

**Accounts Payable:** Performs a variety of complex clerical duties as needed to expedite the day-to-day activities, projects, and requirements of the office of county auditor; performs duties related to accounts payable; maintains ongoing accounting record of county-wide expenditures and financial obligations; reviews claims, assigns vendor numbers; reviews claims to verify payment authorization according to proper signatures; assures proper allocation of expenditure according to fund accounts and codes.

Enter all claims and transactions as needed to update and maintain general ledger; generate and edit reports to show accounts payable; prepares check register for commissioner approval as needed to process claim requests; generates warrants for payment, receives periodic demand claims and processes payment according to established procedures; over see acquisition of county credit cards, appraises bank of card actions, i.e., activation, cancellation, etc; monitors credit card receipts.

Prepares year end reports and issues annual 1099's for tax purposes

**Accounts Receivable:** Prepares and mails invoices; receives and receipts various deposits from revenue accounts, i.e., justice court, clerk, recorder, jail commissary, miscellaneous sheriff revenues, probation, IVFDSAA fees, travel and tourism, etc.

**Taxation:** Prepares and mails exemption affidavits; monitors exemption status for various organizations; organizes tax sales, follows legal requirements, issues certified letters notifying of pending sales; prepares tax assessment rolls and verifies valuations essential to establishing certified tax rates; prepares

files for mailing of the valuation notices; assists taxpayers with appeal preparation, schedules hearings with the Board of Equalization; updates tax accounts to show value changes, abatements, property changes, etc.

**Payroll:** Receives and processes time sheets; prepares regular payroll; determines employee earnings, calculates employee withholdings (i.e. state taxes, federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; maintains year-to-date records showing employee rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; performs computer entries of work time, sick leave, annual leave and comp time accrual and usage.

Reconciles and files state withholding taxes and makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and deferral agencies; creates correcting general ledger entries for payroll, benefit and withholdings; corrects payroll distributions by journal entry as needed.

Fixes all annual taxes and related reports with social security, federal and state governments, department of labor, workers compensation, state disability insurance, etc.; assures accuracy, completeness, and timely delivery; prepares and issues annual W-2's for tax purposes.

**Fixed Assets:** Maintains depreciation schedule, including additions, deletions, adjustments, transfers, etc., on all fixed assets to comply with GASB34 requirements.

Performs related duties as required.

### **MINIMUM QUALIFICATIONS:**

1. Education and Experience:
  - a. Graduation from high school with course background in accounting or bookkeeping;

**AND**

  - b. One (1) year of related experience performing fund or governmental bookkeeping;

**OR**

  - c. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of county fiscal practices and procedures; professional accounting standards and ethics; generally accepted accounting principles established by AICPA and GASB; laws and regulations pertaining to tax reporting, office machines and filing systems; budgetary principles; complex bookkeeping and accounting techniques most appropriate to county government; interrelationships of all county departments; basic filing systems; standard office practices and procedures related to filing and record keeping; personal computer operations and various data and word processing applications.

Ability to analyze a variety of financial problems and make recommendations; apply generally accepted accounting principles in financial reporting; work quickly and accurately with figures; perform basic mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, persona computer.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing to completion of essential functions. Rapid work speed required performing keyboard operations, common eye, hand finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, guided and creative problem solving.