

JOB DESCRIPTION- DEPUTY AUDITOR

Education and experience Qualifications:

- High School Diploma or G.E.D. Certification.
- Two (2) years of experience in accounting is preferred.
- Computer skills including Microsoft office and ability to learn accounting system.
- Possession of a valid driver's license.

Qualifications:

- Ability to prepare clear, concise, and accurate reports.
- Working knowledge of Microsoft computer programs to include Word, Excel, PowerPoint, Internet, and Outlook.
- Knowledge of principles and practices of public administration, state laws and regulations and the departments and functions of County government.
- Knowledge of general accounting principles.
- Ability to make mathematical computations accurately and quickly.
- Strong analytical and problem-solving skills,
- Strong attention to detail.
- Ability to communicate effectively, verbally and in writing.

Job Duties:

- Assist the County Auditor with the activities of multiple financial and budgetary programs including financial accounts and reports, operating and capital budgeting, accounts payable, accounts receivable, inventory managements, assessments, investments, banking and debt administrations.
- Monitor daily operations for the internal controls over the County's financial system for accounting, budgeting and performance measurement. Make routine adjustments and maintain various receipts and expenditure ledgers, making divisions by fund, individual or budgetary account in accordance with policies and procedures.
- Conduct regular analysis and compile financial and budgetary reports including means of finance, revenue forecasting, balance sheets, cash flow statements and annual operating and capital budgets.
- Monitor financial and budgetary performance and assist the County Auditor with making strategic recommendations based on current financial position, trends and forecasts.
- Compile, analyze and review prepared reports, journal entries and other financial information for accuracy and compliance with prescribed financial standards, laws and regulations.
- Coordinate annual budget process by preparing annual reports, advising internal departments on budget process, compiling requests, analyzing sources of revenue including tax assessments, preparing preliminary analysis for the County Auditor and Commission, preparing budget presentation materials, maintaining data and systems for budget tracking and providing strategic recommendations on the County's financial position.
- Prepare for audit by ensuring all materials are prepared for state auditors, responding to inquiries and implementing resulting recommendations for improvements.
- Process accounts payable by verifying accuracy of vouchers, invoices, statements, and receipts. Entering information into record management systems. Compile reports for the County

Commissioners and other County departments. Track and monitor corrections. Answer accounts payable questions from vendors and other departments.

- Post disbursements and receipts. Balance against records.
- Prepare monthly and year-end journal entries and input data into the computer system. Prepare standard monthly cash reconciliations, journal entries and data review of accounts payable, cash receipts and weekly disbursements. Balance ledgers and compile data for Department Heads and County Commissioners.
- Provide County Commissioners with an annual report.
- Assists customers directly or by phone by answering questions regarding County aid liens, accounts payable, election and voter registration questions.
- May serve as Notary Public.
- Process billing for grants by preparing vouchers, receiving checks and depositing funds into appropriate accounts.
- Generate, print, and sign checks. Assure invoices match payment.
- Prepare supporting documentation for disbursement of county and state payments to local taxing entities.
- Prepare monthly tax apportionments ensuring that tax payments are credited to the correct taxing entities according to the established mill levies.
- Prepare monthly tax transmittals to government entities.
- Prepare monthly monies collected by County and credit to state entities.
- Prepare periodic reports as required by federal and state agencies.
- Record new special assessments. Compile print and mail reports to required entities.
- Request W-9 information from vendors.
- Prepare and send 1099's to vendors.
- Perform month end reconciliation of vault and office cash with County Treasurer and prepare monthly reconciliation of cash to bank balance to ledger balance.
- Administers annual tax levy process. Calculates tax levies for all taxing entities within the County. Review tax requests and compliance with state regulations. Verify computer generated bills balance with total tax requests.
- Provide property tax and valuation information to taxing entities within the county to use in bond financing and audits.
- Prepare statements and reports related to the annual tax levy process for submission to the state, using knowledge of state law, governmental accounting principals and County accounting policies.
- Serves as a resource to local government officials throughout the levy process.
- Performs the close out property tax year at the end of December.
- Prepares Township annual report documentation.
- Receive reports from townships and verify accuracy of information.
- Assist with payroll and benefits administration.
- Administration of personnel policy.
- Assist with the insurance and benefit program for the County.
- Maintain payroll records. Compute all necessary deductions. Prepare biweekly and monthly payroll vouchers.
- Maintain employee files for direct deposit, tax withholding, and deductions including insurance, child support, and garnishments. Enter bank routing numbers, account numbers, dollar amounts, and information from W-4's.
- Report and deposit federal, social security, and Medicare taxes. Prepare and submit monthly, quarterly, and annual tax deposits, forms and reports.
- Enter, balance, and maintain various spreadsheets of wages and deductions.

- Generate and balance W-2's.
- Track leave, monitor accruals, provide reports and data as needed.
- Conduct verification of employment and completes unemployment responses.
- Handle any work comp claims or unemployment claims as needed.
- Maintain accurate records regarding payroll. Ensure compliance with all local, state and federal laws, regulations and reporting regarding payroll.
- Assist with County aid liens. Prepare and receive payment from lien payees, courts, collection agencies, title companies and other County departments and other counties. Ensure proper crediting of payments and follow through with appropriate agency. Maintain and send correspondence. Work with collection agencies as needed.
- Process abatements and refunds taxes.
- Register voters and assist with election related questions.
- Assist with absentee voters and send out absentee ballots.
- Enter registered voters, along with any voter record changes in proper systems.
- Print voter lists and update election materials.
- Assist with testing voting equipment, processing of ballots and submitting totals to the Secretary of State on election night.
- Serve as media point of contact for inquiries on election results.
- Participate in County meetings and trainings as required.
- Process liquor and malt beverage licenses.
- Maintain and track all county inventory and capitol assets to provide to state auditors.
- Serve as the County Welfare Director and help provide services to meet client needs. Obtain information to assist in formulating a plan to meet needs of clients.
- Maintain professional case records on welfare applicants and clients served and executes contracts for repayment of liens and supervise collection.
- Record liens and balances with the County Register of Deeds on every client.
- Develop and maintain positive and professional relationships with County employees, other agencies, and the general public.
- Acts as an information source for clients and the public regarding a variety of human services; refers clients to appropriate agencies.
- Serve as "IT" for the county.
- Other duties as assigned.
- The deputy auditor will perform all functions of the county auditor in his/her absence.