

JOB CLASS: Deputy Auditor/Treasurer

JOB CODE:

REPORTS TO: County Auditor/Treasurer

FLSA STATUS: Non-exempt

DATE: May 1, 2023

PRIMARY PURPOSE: Under indirect supervision, assists the Auditor/Treasurer and supervises, coordinates, and participates in a function such as payroll, accounts payable, accounts receivable, property records, and elections in order to carry out Auditor/Treasurer's Office objectives. Also assists with reports, receipting funds, preparing daily and monthly financial reports with accuracy and completeness. Handles cash on a daily basis with accuracy. Meet and assist the public on a daily basis in a courteous and pleasant manner.

ESSENTIAL FUNCTIONS

1. Wait on customers and answer telephone.
2. Transfer deeds and other documents from the County Recorder, check taxes.
3. Maintain an inventory of fixed assets.
4. Post monthly equipment expenses.
5. Update township maintenance cards for accounts receivable.
6. Write, cancel and void expense checks.
7. Send apportioned taxes and all state disbursements to sub-divisions.
8. Post miscellaneous receipts.
9. Review and complete claim & mileage vouchers.
10. Add or change vendor listing.
11. Responsible for issuing checks for abatements.
12. Print the liability report and the uncollected tax ledger.
13. Sell county property.
14. Perform many election duties.
15. Responsible for Certificates of Indebtedness.
16. Complete Garrison Diversion report.

17. Complete Lost Instrument forms.
18. Correct funds that were posted or paid out of wrong accounts.
19. Complete the 6-month expenses for the department budgets and give to offices.
20. Send homestead credit money to sub-divisions.
21. Collect and post daily tax receipts.
22. Monthly apportioning of tax collections.
23. Prepare monthly report for city auditors on city specials, penalty and interest.
24. Update the property ownership cards.
25. Prepare and mail courtesy statements in July for delinquent taxes.
26. Prepare and mail courtesy statements in November for delinquent taxes, with notification of upcoming impending sale.
27. Prepare tax statements, sort and mail.
29. Issue receipts for revenue collected by other departments.
30. Process abatements and issue refund checks if necessary.
31. Responsible for daily balancing.
32. Complete the bank reconciliation monthly to ensure balances match.
33. Provide information to attorneys, mortgage companies and other individuals.
34. Assist with FEMA paperwork.
35. Attend training upon request.
36. Utilizes knowledge of agency rules, regulations, procedures, and practices.
37. Review reports, papers, and other records prepared by personnel for clarity, completeness, accuracy, and conformance with agency policies.
38. Other duties as assigned by County Auditor/Treasurer.

SKILL

EDUCATION:

High School Diploma

A strong background in accounting, bookkeeping and payroll with five years' experience in a related field, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

EXPERIENCE:

Substantial knowledge of office procedures, practices and methods of equipment.

Extensive computer skills with experience using Microsoft Office.

To be able to provide own transportation, when needed.

Must have the ability to maintain confidentiality regarding specific information that passes through the office.

Must be able to handle multiple tasks and prioritize importance of work.

COMPLEXITY:

This job requires a relationship between the incumbent and data, which is most characterized by: coordinating or determining time, place, and sequence of operations, or action to be taken on the basis of analysis of data. Rating someone at the coordinating level always means that they are coordinating the activities of other people as well as their own.

This job requires a relationship between the incumbent and people which is most characterized by: supervising or determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency.

This job requires a relationship between the incumbent and things which is most characterized by: operating/controlling, or starting, stopping, controlling, and adjusting the progress of office equipment designed to process data. Operating involves setting up and adjustment as the work progresses. Controlling involves observing to control such items as quality and quantity. Office equipment includes computer workstation, word processor, related software, printer, calculator, copier.

EFFORT

MENTAL DEMANDS:

As the second-in-command, the deputy has a dual role: performing essential functions similar to employees that the deputy supervises; and carrying out essential function, including some decision-making authority, delegated by the supervisor.

The reasoning demands in this job are most characterized by: applying principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpreting a variety of instructions furnished in written, oral, or schedule form. Planning and arranging own work schedule.

The mathematical demands in this job are most characterized by: computing such as discount, percentage, penalty, interest.

The language demands in this job are most characterized by: reading financial reports and manuals; writing job-related summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, style; participating in job-related discussions.

PHYSICAL DEMANDS:

On a frequent to regular basis this job requires: Standing - remaining on one's feet in an upright position at a work station without moving about. Walking - moving about on foot. Pushing - exerting force upon an object so that the object moves away from the force. Pulling - exerting force upon an object so that the object moves towards the force. Climbing - ascending or descending ladders, stairs, ramps, using the feet and legs and/or arms and hands. Balancing - maintaining body equilibrium to prevent falling when, walking, standing, crouching. Kneeling - bending the legs at the knees to come to rest on the knee or knees. Crouching - bending the body downward and forward by bending the legs and spine. Crawling - moving about on the hand and knees or hands and feet. Reaching - extending the hands and arms in any direction. Seeing - depth, perception; three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.

On an occasional basis this job requires: Handling - sizing, holding, grasping, turning or otherwise working with the hand or hands; not fingering. Hearing - perceiving the nature of sounds by the ear. Hearing is important for those job-worker situations which require the ability to receive detailed information through oral communication.

On a regular basis this job requires: Sitting - remaining in a seated position. Fingering - picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling). Talking - expressing or exchanging ideas by means of the spoken word. The ability to talk is important for those job-worker situations in which the individual must impart oral information to clients or to the public, and in those situations in which she/he must convey detailed or important spoken instructions to other employees accurately, loudly, or quickly. Seeing - acuity, near: clarity of vision at 20 inches or less.

Overall the fundamental job duties require physical exertion which is most characterized by: sedentary work or lifting 20 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out fundamental job duties. Jobs are sedentary if walking and standing are required only occasionally.

On a regular basis this job requires eye-hand-finger coordination to operate/control equipment including computer workstation, work processor, related software, printer, calculator, copier; accuracy is important.

RESPONSIBILITY

DECISION MAKING:

Carries out responsibilities where citizen and public relations are important. Accuracy is important to avoid errors that may result in financial loss, or damage citizen or public relations.

CONTACTS:

Requires regular routine and non-routine contacts with other departments and the public. The purpose of the contacts is to exchange job-related information.

SUPERVISION OF OTHERS:

Responsible for own work. Does not supervise.

SUPERVISION RECEIVED:

Receives indirect or occasional supervision. Works toward a definite objective using a variety of methods or procedures. Plans and arranges own work and only refers to the supervisor for unusual matters, such as policy interpretations. Moderate flexibility. Non-Exempt employee under the provisions of FLSA.

WORKING CONDITIONS

ENVIRONMENT:

Works inside in an office environment on a regular basis. May work irregular hours, in rare to occasional situations, in order to complete projects.

HAZARDS/STRESS:

Accident and health hazards are negligible. Occasional to frequent stress due to deadlines such as elections, payroll, assessments, daily balancing, accounts payable.