**Employment Opportunity:**   Deputy Auditor

Posting Type:    Open Announcement

Closing Date:    Open until filled

Starting Wage:    $15.19/hr.

### ****GENERAL STATEMENT OF DUTIES****

Under the direct supervision of the Auditor, is responsible for performing clerical and fiscal duties.

### ****TYPICAL DUTIES AND RESPONSIBILITIES****

### ACCOUNTS PAYABLE (PRIMARY RESPONSIBILITY)

1. Perform any combination of calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.
2. Review and verify figures on all bills submitted to County and make necessary corrections and code with appropriate department code; prepare claims/vouchers; submit to Board of County Commissioners for their approval; pay approved bills.
3. Enter bills into computer, print checks and distribute them appropriately.
4. Submit bills for reimbursement of County expenditures for Mental Illness hearings, Board of Prisoners, Law Enforcement Center and Dispatch expenses, Court Appointed Attorneys, JDC Care.
5. File liens for poor relief bills paid; send billing to recipients.

Accounting

1. Enter revenue expenditures and other data into the computer, to include but is not limited to: real-estate and mobile home taxes, miscellaneous cash receipts, vouchers and checks, mobile home registrations, etc.
2. Apportion abatements and additions; balance tax account record; print expenditures and budget reports.
3. Post to general ledger and general journals.  Review budget expenditures and revenues with general ledger for balance.
4. Maintain fixed asset records for all departments.
5. Print monthly list of registered mobile homes, apportion them and enter in Tax Account Record.
6. Balance Tax Account Record monthly.
7. Print unpaid real estate tax list for all years and compare with Tax Account Record totals each year.
8. Prepare financial reports and related reports for other entities.
9. Maintain records of all miscellaneous revenue.
10. Maintain records of all property tax revenue.
11. Reconcile accounts that the Auditor is responsible for.

Elections

1. Register voters
2. Vote absentee voters and send out absentee ballots.
3. Enter registered voters, along with any voter record changes, in computer.
4. Print voter lists for elections, candidates, etc. On election nights, handle all calls from press, media, etc. Take care of State reporting on election nights.
5. On election nights, handle all calls from press, media, etc. and take care of State reporting on election nights.
6. Maintain and send out election information to all election worker and polling places for elections

General Duties

1. In the absence of the auditor, take minutes for Commissioners, etc.
2. Type proceedings index and send copies to legal newspapers.
3. Perform duties in a manner consistent with safe practices and policies.
4. Perform other such duties and functions as deemed necessary.

### ****MINIMUM QUALIFICATIONS****

**Experience and Education:**

1. High School Diploma or G.E.D. Certification
2. Two (2) years experience in accounts payable preferred.
3. Extensive knowledge of modern office practices, procedures, and equipment to include typewriter, copy machine, fax machine, calculator, computer software, etc.
4. Knowledge of record keeping and filing procedures.
5. Ability to make mathematical computations accurately and quickly.
6. Ability to demonstrate good communication skills.
7. Ability to work well with and get along with the general public.
8. Ability to get along with co-workers or peers without exhibiting behavioral extremes.
9. Ability to maintain a professional and confidential relationship with the general public and other employees.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; regularly required talk or hear.
2. The employee frequently is required to stand, walk, and reach with hands and arms.
3. The employee is occasionally required to sit and climb or balance.
4. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**