

## CLAY COUNTY AUDITOR'S OFFICE

### **JOB DESCRIPTION: AUDITOR FIRST DEPUTY**

**EXPERIENCE:** A positive attitude, happy demeanor and a genuine interest in people is necessary. The desire to learn and share information as it relates to accounting practices, computer operations and all facets of the County Auditor's office. The ability to communicate clearly, listen carefully and perform tasks correctly, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

### **DESCRIPTION OF DUTIES:**

1. Must be prepared at all times to assume the responsibilities and duties of the Clay County Auditor in the Auditor's absence or disability.
2. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
3. Meet, greet and serve the public with tact and courtesy.
4. Knowledge of proper English and grammar and usage, including business writing techniques.
5. Be knowledgeable and proficient of existing computer programs and practices as they relate to accounting and payroll.
6. Ability to proficiently operate general office equipment, such as a computer, desk top calculator, copy machine, fax machine, postage machine, and telephone. Utilize Microsoft Office products such as WORD, Excel, Publisher, Outlook, and PowerPoint.
7. Perform a variety of clerical duties, including typing, filing, assisting with reception duties, opening incoming office mail in order to distribute to appropriate staff following established guidelines.
8. Compute and process monthly and bi-weekly payroll, maintain payroll records as they pertain to required and voluntary deductions, sick days, vacation, paid holidays and personal time as defined in the County Personnel Policies. Make prompt payments to those entities requiring payroll deductions, (i.e. State and Federal Withholding, FICA, Medicare, State and Federal Unemployment, Health Insurance, IPERS, garnishments and retirement.)
9. Process and maintain all records associated with employees and employment applications, personnel files, W-4, I-9, W-2, IPERS, and Workers Compensation forms, along with others required by law. Prepare, balance and file quarterly payroll reports: 941 Federal Quarterly Return, State Quarterly Report, IPERS Quarterly Remittance, and Unemployment Quarterly Report.
10. Prepare and balance all annual payroll reports.

11. Distribute all payroll information to new County employees and establish the new employee into the County Payroll system.
12. Prepare and distribute Clay County Flex Plan packets annually to County employees. Review and verify flex claims submitted for eligible items. Maintain records of flex withdrawals and payments to individuals relating to the overall Clay County Flex Plan.
13. Review accounts payable invoices that have been coded by other County departments or officers for compliance with the Iowa Uniform Chart of Accounts. Prepare A/P claim reports for approval by the Board of Supervisors. Payment of invoices and statements will be made upon approval by the Board of Supervisors or as directed by the County Auditor.
14. Assist in the preparation and balancing of the annual Cash and Accrual Financial Reports pursuant to the Iowa Department of Revenue guidelines. Prepare data and reports requested by the County's auditing firm during the annual County Audit.
15. Prepare and submit 1099 forms for required businesses.
16. Update and maintain the County inventory of fixed and consumable assets pursuant to the County Financial Policy.
17. Maintain office supplies as it relates to the operation of the office and the conduct of business.
18. Because of access to financial and personnel information, it is necessary to maintain such knowledge in confidence. Personal integrity and honesty is paramount.
19. Ability to work under pressure and meet deadlines.
20. Ability to cooperate with other staff members to accomplish tasks in the Auditor's absence.

#### **WORK ENVIRONMENT**

Most work is performed indoors in an office setting. Must occasionally lift books or boxes of paper weighing up to 20 pounds and occasionally lift election equipment weighing up to 70 pounds with assistance. Election responsibilities requires occasional weekend, early morning, and late night work hours.

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1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The County Auditor reserves the right to change or reassign job duties, or combine positions at any time.