

DEPARTMENT:

COUNTY AUDITOR

JOB TITLE:

FIRST ASSISTANT COUNTY AUDITOR

SUPERVISOR:

COUNTY AUDITOR

DEFINITION:

To oversee and participate in the complex work of staff responsible for performing various accounting duties including preparing monthly auditor reports, troubleshooting, preparing accounts payable, auditing various departments and communicate with all county departments. Must be able to take place of auditor in instances when county auditor is not available or out of office.

DISTINGUISHING CHARACTERISTICS:

Employee must perform difficult and responsible types of duties assigned. Receives direction from the auditor and provides supervision to other staff members. The employee must prepare work papers for internal and external audits

RESPONSIBILITIES:

1. Examines all claims, receipts, and disbursements for accuracy, approves disbursements, posts all claims, runs checks for accounts payable and payable reports.
2. Examines and verifies financial documents and reports for accuracy from various county departments.
3. Prepares and submits monthly, quarterly, and/or annual reports as required by grants and the state such as: Tobacco Settlement, Road & Bridge, State Fees, etc.
4. Responds for inquiries of county commissioners and provides information requested.
5. Completes applications for certificates of title and licenses for County Vehicles.
6. Set up and maintenance of vendor information for processing of annual 1099 information returns.
7. Supervises and participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.
8. Performs such other duties as may be assigned.

QUALIFICATIONS:

Knowledge of:

1. Principles and procedures of governmental accounting.
2. Various operations, services, and activities of an accounting program/software.
3. Financial research and report preparation methods and techniques.
4. Principles and practices of financial auditing.
5. Pertinent Federal, State and local laws, regulations, codes including laws regulating public finance and fiscal operations.
6. Modern office methods, practices, procedures and equipment.
7. Principles and practices of budgeting.

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Ability to:

1. Organize and review the documentation submitted by other county offices.
2. Prepare a variety of complex financial statements and reports.
3. Interpret, explain, and enforce county policies and procedures.
4. Conduct audits of financial records.
5. Communicate clearly and concisely, both orally and in writing.
6. Work independently in the absence of supervision.
7. Establish and maintain effective working relationships with those contacted in the course of work.
8. Ability to maintain a physical condition necessary for sitting for prolonged periods and lifting up to 30 pounds.

EXPERIENCE AND TRAINING:

Experience:

Three years of responsible clerical and technical accounting experience.

Training:

High School diploma with at least three years accounting experience. Prefer a college degree with a major in accounting or finance.