

DEPARTMENT: COUNTY AUDITOR
JOB TITLE: ASSISTANT COUNTY AUDITOR
SUPERVISOR: COUNTY AUDITOR

DEFINITION:

Employee to provide advanced clerical accounting services involving the reporting of financial transactions and maintenance of financial records for the operation and activities of the County Auditor's office and to provide staff support to assigned duties.

DISTINGUISHING CHARACTERISTICS:

Employee receives occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the auditor's office. Employee must perform audits of other departments and prepare work papers for internal and external audits. Employee may be assigned payroll and payroll related responsibilities and/or be back up to payroll function.

RESPONSIBILITIES:

- Reconcile monthly bank statements and prepare monthly financial reports and statements.
- Assist in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts.
- Assist with internal audits and send documentation to verify receipts being audited.
- Review and balance daily/monthly deposits and reports for various county departments.
- Review daily cash receipt postings made by County Treasurer.
- Prepare and submit budget amendments based on analysis of departmental budgets.
- When assigned, review all county, ambulance, and 2nd 25th Community Supervision Corrections Department (CSCD) timesheets/documentation and prepare payroll figures. Input payroll information into county financial software to process county, ambulance and CSCD payroll on biweekly, semimonthly and/or monthly basis.
- When assigned, prepare all federal and state payroll reports, including annual W-2s.
- When assigned, assist and oversee human resource functions.
- When assigned, review 2nd 25th CSCD accounts payable claims for processing on weekly basis and maintain daily/monthly financial books for CSCD.
- Performs such other duties as may be assigned and be bondable.

QUALIFICATIONS:

Knowledge of:

- Accounting principles and their application to a variety of accounting transactions.
- Governmental accounting principles and practices.
- Various operations, services, and activities of an accounting program/software.
- Financial research and report preparation methods and techniques.
- Principles and practices of financial auditing.
- Pertinent Federal, State and local laws, regulations, codes including laws regulating public finance and fiscal operations.
- Modern office methods, practices, procedures and equipment.

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- Principles and practices of budgeting.

Ability to:

- Examine, organize and review the documentation submitted by other county offices.
- Interpret, explain, and enforce county policies and procedures.
- Conduct audits of financial records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Ability to maintain a physical condition necessary for sitting for prolonged periods and lifting up to 30 pounds.

EXPERIENCE AND TRAINING:

Experience:

Prefer at least two years of responsible clerical and technical accounting experience.

Training:

Minimum of high school diploma with at least two years accounting experience.