

Kingsbury County, South Dakota

Job Title: Deputy Auditor
Reports To: County Auditor
FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the County Auditor, the Deputy Auditor is responsible for performing a wide variety of clerical and fiscal functions within the Auditor's office. This position may be responsible for handling sensitive customer and County information, which requires that they maintain a high level of professionalism and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Auditor in the performance of statutory duties.
- Maintain personnel records.
- Process payroll for all County employees on a bi-weekly basis.
- File quarterly tax and unemployment reports.
- Complete year-end tax documents including W-2's, W-3's, 1099's, 1096's.
- Enter vouchers and prepare warrant checks for all bills.
- Code and enter all miscellaneous receipts.
- Apportion all tax collections to appropriate taxing districts.
- Assist the Auditor as requested with monthly audits of all cash and cash items in the hands of the County Treasurer.
- Assist the Auditor as requested with balancing monthly with the County Treasurer and preparing accurate monthly reports.
- Assist in the yearly financial statement and budget process.
- Maintain computer records that pertain to Budget and Revenue accounts. Make manual entries when necessary.
- Assist the Auditor as requested with ensuring balance sheets and ledger sheets are in balance. Correct errors when necessary.
- Assist the Auditor as requested with sending monthly, quarterly, and yearly reports out to necessary departments.
- File and track County liens and payments including those for Court-Appointed Attorney fees, jail fees, and medical services. Set up payment plans as needed with individuals who received assistance and turn over unpaid liens to collection agency per County policy.
- Assist the Auditor as requested with processing liquor license applications.
- Assist customers with voter registration.
- Update voter registration file.

Kingsbury County, South Dakota

- Assist with the preparation of ballots and updating ballot and election software programs.
- Assist customers with absentee voting.
- Assist in election worker training.
- Set up and operate DS200 ballot counting machines.
- Set up and operate Express Vote machines.
- Assist in election night reporting.
- Enter voter history.
- Maintain and purge inactive voter file.
- Generate and keep track of inventory lists.
- Calculate monthly interest for all appropriate funds.
- Assist customers with building permit, variance, and conditional use applications.
- Prepare building permits for P-Z signature.

SECONDARY DUTIES:

- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers in the office with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

- High School Diploma or G.E.D. Certification.
- Two (2) years' experience in centralized payroll and personnel record keeping, or an equivalent combination of education and experience.
- Ability to operate computer systems and software such as Microsoft Word, Excel, Outlook, Internet, fax machine, calculator, and copy machine.
- Knowledge of government accounting and the state laws governing the operations of the County Auditor's functions preferred.
- Knowledge of record keeping and filing procedures.
- Ability to make mathematical computations accurately and quickly.
- Ability to demonstrate good communication skills.
- Ability to work well with others and get along with the general public.
- Possess the ability to be bonded as an employee of Kingsbury County.

EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid driver's license and must be legally authorized to work in the United States. As part of the hiring process, all employees are required to complete the Form I-9 and verify their identity and employment eligibility.
- Ability to successfully pass a background check, if requested.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the County.

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.

- While performing the duties of this job, the employee is regularly required to use hands to manipulate objects using fine motor skills, handle, or feel; the employee is regularly required to communicate.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift office products and supplies, up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the noise level in the work environment is usually moderate.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Employee may be sitting for long periods of time.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Deputy Auditor. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed