

County Auditor/Treasurer—Appointed.

Dept/Div: Auditor-Treasurer Department

FLSA Status: Exempt

General Definition of Work

Performs statutory duties of County Auditor and County Treasurer and serves as the organization's Chief Financial Officer. Supervises multiple county operations and functions as may be assigned such as: Assessing, Recording, Land & Zoning, Solid Waste and Land/Forestry. Performs complex professional work overseeing investment/cash management, preparation and review of financial reports, development and implementation of fiscal policies and internal controls. Oversees annual audit. Also, administers local elections and the local property tax collection system. Work involves setting policies and goals under the direction of the County Administrator. Supervision is exercised over employees of the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Performs the statutory duties of the County Auditor and County Treasurer.
- Administers local elections.
- Administers local property tax system.
- Manages and leads department workforce within the scope of county policies and labor agreements. Administers rules, responds to grievances, assigns work, and makes recommendations for hires, promotions, transfers and terminations.
- Provides supervision to various county functions as assigned such as Assess, Recording, Land & Zoning, and Land/Forestry.
- Provides financial leadership to the County Board, County Administrator and Department Heads.
- Assists with preparation of the annual budget and ensures county expenditures conform to budget.
- Provides direction and control over the County's cash management requirements, accounting and investment portfolios.
- Directs the preparation of the annual audit.
- Manages debt and coordinates financing. Establishes financing alternatives, maintains and establishes relationships with financial advisors.
- Develops internal accounting control and performs internal audit functions.
- Communicates and interacts effectively and respectfully with employees, supervisors, individuals from other organizations, consumers of county services and the public.
- Responsible for oversight of risk management of the County to ensure County property is protected against risk. Notifies insurance carriers of additions and deletions of property.
- Other duties as assigned or apparent.

Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Auditor-Treasurer's Office; General knowledge of other functions; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees; ability to plan and execute effective in-service training and staff development programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, associates, community agencies, various community officials and the public.

Education and Experience

Bachelor's degree in accounting, finance, or related field and five years financial and supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).