

# Chief Deputy Auditor - Treasurer

Dept/Div: Auditor-Treasurer

FLSA Status: Exempt

## General Definition of Work

Performs difficult administrative work assisting the Auditor - Treasurer with the operation of the Department, and related work as apparent or assigned. Work is performed under the limited supervision of the Auditor - Treasurer. Departmental supervision is exercised over those assigned.

## 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

- Manages current and delinquent taxation of real estate, personal property, mobile homes and severed minerals.
- Manages and controls system of 32,000 parcels (28,000 taxable); computes taxes, credits, assessments and abatements.
- Assists in tax settlement and apportionment of tax collection to all jurisdictions; reviews levy limits.
- Internally audits financial reports to assure appropriate distribution of revenues and expenditures; and to monitor budget compliance.
- Administers month end close; reconciliation of balance sheet accounts.
- Supervises Auditor/Treasurer office and staff.
- Maintains inventory of County capital assets; monitors acquisitions and dispositions.
- Supervises the collection, posting, balancing and reconciliation of County revenues.
- Assists Auditor-Treasurer in preparation and distribution of documents used for external audit. Answer questions and provide documents as requested.
- Assists Auditor-Treasurer in yearly budget adoption process as requested.
- Provides high-level customer service to internal and external customers. Includes research, problem-solving and complaint resolution.
- Communicates professionally and effectively in both written and verbal forms.
- Assists with election activities including absentee voting, ballot processing and election judge training.
- Performs other duties as apparent or assigned.

## 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; 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 establish and maintain effective working relationships with governmental officials and associates.

## Education and Experience

Bachelor's degree in Accounting or Finance, or related field and moderate experience with governmental accounting, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and

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arms, frequently requires standing, walking and pushing or pulling and occasionally requires stooping, kneeling, crouching or crawling, lifting and repetitive motions; work requires close vision, color perception and peripheral vision; 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, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, 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).

### **Special Requirements**

None