

**DECATUR COUNTY  
POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Deputy Auditor
<b>DEPARTMENT:</b>	Auditor
<b>FLSA STATUS:</b>	Exempt
<b>LOCATION:</b>	Leon
<b>EFFECTIVE DATE:</b>	05/2018

**REPORTING RELATIONSHIPS**

<b>Reports to:</b>	County Auditor
<b>Direct reports:</b>	None

**GENERAL SUMMARY:**

The purpose of this position is to assist with personnel administration including, but not limited to, payroll processing; process accounts payable/accounts receivable; participate in the various services provided by the Auditor's Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform accounts payable transactions, including verifying and preparing invoices for payment for products and services, ensuring that expenditures are charged to appropriate accounts, issuing and mailing warrants. Perform accounts receivable.
2. Assist with matters pertaining to personnel administration. File all appropriate tax forms such as 1099's and W9's and submit reports to government agencies as applicable.
3. Prepare and distribute periodic reports to all county departments.
4. Assist with elections, passport issuance, real estate inquiries.
5. May perform other duties as required.

**MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE**

A minimum of two years related on-the-job experience in accounting or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position is required. A degree in Business Administration and/or a background in Human Resources is highly recommended, but not required.

**MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES**

**Technical:** Strong computer skills, with basic knowledge of word processing and spreadsheet software (Word and Excel) and the ability to use the internet to extract and record data.

**Mathematical:** Basic math and ability to compute rate, ratio and percentages.

**Interpersonal:** Be reliable, responsible and dependable in fulfilling obligations. Flexibility in adjusting to changing circumstances, information, employee and customer needs. Ability to multi-task and a willingness to take initiative. Work independently and willingness to maintain level of communication within department so as to minimize any disruption of services. High level of integrity and ability to maintain confidentiality.

**Communication:** Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to County Officials, employees and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

**Language:** Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports and general correspondence.

**Organizational:** Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.

### LICENSING/CERTIFICATION AND OTHER REQUIREMENTS

None

### WORKING CONDITIONS

Normal office environment. Occasionally lifts, carries or otherwise moves and positions objects weighing up to 10 – 20 pounds. Typically moves about on a regular basis to coordinate work

### DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**REVIEW AND APPROVAL:** Indicates review by incumbent and approval by supervisor.

Employee's Name (please print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name (please print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_