



**Class Title: Lead Auditor, Deputy Clerk**

**Pay Grade: 7**

**FLSA Designation: Covered**

**Established: 2-09**

**Revised: 6-2010**

**Class Summary/Primary Function**

The primary function of an employee in this class is to perform a variety of technical and accounting duties involved in the processing of the County's accounts payables, budgets and taxes. Duties include processing invoices, statements and bills, maintaining general ledger accounts, processing budget/expense information. Work also includes preparation of annual 1099 statements and other reports based on applicable federal, state and local tax laws. This position provides accurate and timely accounting and financial information to County departments. The work is performed under the supervision of the County Clerk and Chief Deputy, with considerable latitude granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities (will vary by assignment)**

- Receives and processes daily revenue from all County departments;
- Processes invoices, statements, and bills generated by County departments and prepares payments;
- Processes and maintains computerized account balances and related information;
- Verifies billing information, services, and other information with departments and vendors;
- Processes claims after Commissioner approval;
- Provides detail and summary information of department expenses to each department monthly after claims have been remitted;
- Works with departments and reports expense accounts;
- Maintains vendor accounts, reconciles monthly vendor statements;
- Prepares annual 1099s and sales tax reports;
- Coordinates year end closing journal entries and audits;
- Assists customers and vendors with department procedures and explains department procedures/policies/programs to customers and resolves customer concerns;
- Maintains tax receivables and works with Treasurer's office;
- Ensures accurate and timely monthly, quarterly and annual reporting is completed;
- Prepares, distributes and maintains a variety of documents, correspondence, log sheets, applications, and related documents;
- Monitors unclaimed property and prepares annual letters and reports to the State;
- Performs periodic unannounced audits of departmental cash handling procedures;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.
- Serve as county Veterans' Service Officer

**Other Duties and Responsibilities**

- Cross-trained in other Clerk duties, including elections, marriage & alcohol licensing, recording, passports, etc.;
- Performs related work as required

## **Competency Requirements:**

### Knowledge of:

- Applicable federal and state laws and County ordinances and regulations pertaining to municipal finance, accounting and budgeting;
- Customer service principles and procedures;
- Principles, procedures, and objectives of financial record keeping and reporting;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures.
- Public relations and interpersonal communication.

### Ability to:

- Work independently in all aspects of accounts receivable and payable;
- Maintain complete confidentiality, within guidelines, of all financial records and reports;
- Maintain financial and accounting records efficiently and accurately and prepare clear and concise reports;
- Analyze financial data, reconcile accounts, and prepare reports;
- Effectively present information and respond to questions from department supervisors, Commissioners, and others;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, elected and appointed officials, and the public;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Write reports, business correspondence, and procedural manuals;
- Communicate effectively both orally and in writing;
- Maintain a professional demeanor during stressful situations;
- Respond to citizen requests in a courteous and effective manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Maintain individual and transaction confidentiality;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner.

## **Acceptable Experience and Training**

- High school diploma or GED, with relevant college courses or degree preferred; and
- Three years accounting related experience; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process

them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.