

JOB DESCRIPTION

TITLE: DEPUTY AUDITOR / ACCOUNTS PAYABLE/FIXED ASSETS/OTHER

DEPARTMENT: Clerk/Auditor

DATE: 2023

BASIC FUNCTION

The principal function of this position is to be responsible for administering all aspects of the Boise County accounts payable system and to maintain the fixed asset system.

MAJOR DUTIES:

1. Processes all bills and payments for the County. Ensures that the proper funds and accounts are charged, and verifies accuracy and propriety of bills. Administers all aspects of the department claims application of the County's financial software system. Trains other county employees on claims procedures.
2. Prepares and maintains financial records and reports. Prepares financial reports for the Commissioners meetings and ensures that those reports are reconciled. Digitizes and files all accounts payable documents. Prepares documentation for payments to vendors in the form of demand warrants for the Board's approval.
3. Processes all paperwork and performs all data entry regarding vendor accounts payable. Prepares and processes annual vendor tax statements (1099s). Ensures that the County has a current W-9 for all vendors. Issues W-9 and ST101 State Tax Exemption Forms for each requesting entity. Enters and updates vendor information into the County system. Follows up with vendors as needed. Administers payment of court restitution, bond refunds, and warrants of restraint.
4. Maintains fixed asset records. Enter data when new County property when purchased, follow up with County departments on missing paperwork. Submits reports to departments twice a year for updating, submits fixed asset information to insurance provider, and reconciles fixed asset information for annual audit. Maintains titles, and any supporting records, for all Boise County vehicles and equipment.
5. Prepares vouchers for payment on schedule for all leased equipment, buildings, snow groomers, and other County property.
6. Works with Deputy Auditor on follow up, as needed, on unclaimed property.
7. Assists the Clerk with financial reports and special projects, as needed.
8. Perform other duties as assigned by the Clerk, including financial analysis and projects, as needed and requested by the County Clerk..

These duties of the position describe the primary functions of the job and are not to be considered all inclusive.

REPORTING RELATIONSHIPS: Position reports directly to the County Clerk.

EXPERIENCE: High school diploma or GED equivalency required. College degree in accounting, business administration, or finance is preferred. Two years or more of general clerical/administrative experience is strongly preferred.

SKILLS: Comprehensive application skills of Excel, Word, Outlook and accounting application software; analytical and organizational skills; effective in meeting deadlines and working under pressure; accuracy and attention to detail; discretion in sensitive and confidential issues; ability to make decisions in accordance with laws and regulations; effective communication and interpersonal skills; ability to work independently as well as with a widely diversified range of people. Must successfully complete a background investigation, including a criminal history check. Must have effective communication and interpersonal skills.