

JOB DESCRIPTION

TITLE: DEPUTY CLERK AUDITOR II

DEPARTMENT: Clerk/Auditor/Recorder

DATE: July 2023

BASIC FUNCTION

Directs and oversees all the financial activities and the accounting system of the county, including preparation of current financial reports. Performs complex financial accounting, auditing, budget preparation and analysis.

MAJOR DUTIES:

1. Oversees financial activities of county including preparation of financial reports and conducting financial analysis. Prepares monthly and quarterly fiscal activity reports, as needed. Works directly with the County Clerk in facilitating the annual audit and in the preparation of (audited) annual financial statements. Prepares complex annual reports and surveys for various State agencies. Performs corrections through journal vouchers and budget changes by way of resolutions to the financial system.
2. Participates in the formulation and revision of the County Budget.
3. Performs a wide range of technical accounting duties relating to directing and controlling the receipting, apportioning, disbursing and expenditure of revenue of the county. Directs and monitors the overall function of the auditing division; insures that county wide budgets are adhered to in order to guarantee responsible utilization of public funds. Evaluates effectiveness of accounting and auditing procedures; makes recommendations for policy and procedure changes and implements the same, upon approval.
4. Serves as financial officer and advisor for grant administration.
5. Keeps informed of developments and changes in specialized areas of expertise by continued education, individual contact and attendance at appropriate meetings.
6. Assists taxing districts and County Clerk with establishing annual levies.
7. Maintains NSF check tracking information and unclaimed property.
8. Oversees trust accounts activities and expenditures.
9. Performs other activities, special projects and duties as required or assigned.

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 County Clerk.

EXPERIENCE: Minimum two year degree in accounting or equivalent experience, education, and training which provides the required knowledge, skills and abilities in accounting and auditing.

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.