

Douglas County Deputy Auditor

Job Description

Title: Deputy Auditor
Reports To: County Auditor
Classification: Nonexempt
Category: Full Time (40 hours per week)
Type: Hourly
Starting Wage: Negotiable Based on Experience

General Statement of Duties

Under direct supervision of the County Auditor, is responsible for performing clerical and fiscal duties.

Typical Duties and Responsibilities as Deputy Auditor:

- Assist the Auditor in the performance of statutory duties. Serve as Department Head in absence of the Auditor.
- Maintain good relations with the public, other governmental entities and other employees.
- Maintain personnel records.
- Process payroll on monthly basis.
- File quarterly reports.
- Complete year-end tax documents including W-2's and 1099's.
- Maintain records of all miscellaneous revenue.
- Maintain records of all property tax revenue.
- Review and verify all figures on bills submitted for payment. Prepare claims/ vouchers; Submit to Board of Commissioners for approval; pay bills.
- Enter bills into the system, print checks and distribute them appropriately.
- Apportion all tax collections to appropriate taxing districts.
- Balance daily with County Treasurer.
- Maintain computer records that pertain to Budget and Revenue accounts. Make manual entries when necessary.
- Ensure balance sheets and ledger sheets are in balance. Correct errors when necessary.
- Send monthly, quarterly, and yearly reports out to necessary departments.
- File Liens for Poor Relief/Court Appointed Attorney Fees and Jail Fees etc.
- Update voter registration files.

- Assist customers with absentee voting.
- Assist with set up and operate DS200 counting machines.
- Assist with set up of Express Vote machines.
- Enter voter history.
- Maintain Fixed Asset files for all departments.
- Balance Tax Account Record monthly.
- Calculate monthly interest for all appropriate funds.
- Take Commissioner Minutes in absence of the Auditor.
- Attend necessary training seminars and workshops.

Minimum Qualifications:

1. High School Diploma or G.E.D. Certification.
2. Two (2) years of experience as a bookkeeper or secretarial position, or an equivalent combination of education and experience is preferred.
3. Knowledge of modern office practices, procedures, and equipment.
4. Knowledge of a 10 key calculator.
5. Knowledge of record keeping and filing procedures.
6. Ability to make mathematical computations accurately and quickly.
7. Ability to demonstrate good communication skills.
8. Ability to work well with others and get along with the general public.
9. Possess the ability to be bonded as an employee of Douglas County.

Nothing in this job description restricts Douglas County's right to assign or reassign duties and responsibilities to this job at any time.