

Deputy Auditor – Finance Division

GENERAL JOB DESCRIPTION

The Deputy Auditor in the Finance Division is responsible for general knowledge of the operations of the Finance Division. This employee is responsible to perform clerical and fiscal duties, vendors license sales, lodging tax collection, various financial reporting functions, compliance and projects within the department. The position is unclassified.

Hours: 7:30AM – 4:00PM Monday through Friday

The County Auditor's Office provides a wide variety of services to the public and other governmental entities, and serves as the primary administrative office for county government. As an employee of the Athens County Auditor's Office, staff is expected to provide courteous and knowledgeable assistance in a professional manner to customers in person, by telephone, e-mail, and by written correspondence. While individual staff members may be assigned a specific area of general responsibility, all staff members are expected to assist each other as needed, and with miscellaneous other tasks as assigned. This job description is not intended to provide a complete list of duties that may be assigned to an employee.

TYPICAL DUTIES AND RESPONSIBILITIES

Job Duties

- Perform any combination of calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.
- Review and verify figures on all bills submitted to County and make necessary corrections and code with appropriate department code; prepare claims/vouchers; submit to Board of County Commissioners for their approval; pay approved bills.
- Enter bills into computer, print checks and distribute them appropriately.
- Enter revenue expenditures and other data into the computer, to include but is not limited to: real estate and mobile home settlement, miscellaneous cash receipts, vouchers and checks, etc.
- Apportion abatements and additions; balance tax account record; print expenditures and budget reports.
- Post to general ledger and general journals. Review budget expenditures and revenues with general ledger for balance.
- Maintain fixed asset records for all departments.
- Prepare financial reports and related reports for other entities.
- Maintain records of all miscellaneous revenue.
- Reconcile the counties accounts monthly.
- Sell and Maintain Vendors and Cigarette Licenses
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS

Knowledge and Skills

- Attention to detail
- Ability to multi-task
- Ability to meet numerous deadlines
- Excellent verbal and written communication skills
- Extensive customer service
- Knowledge of record keeping and filing procedures.
- Ability to get along with co-workers or peers without exhibiting behavioral extremes.
- Ability to maintain a professional and confidential relationship with the general public and other employees.
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Must be proficient in Microsoft Office and Excel
- Must be able to learn software customized for the Auditor's Office

Preferred Candidate

- Certified Public Accountant
- At least five years' experience in governmental accounting.
- Three (3) years' experience in accounts payable and or payroll.
- Experience with the MUNIS software accounting system is preferred.