

JOB TITLE	4 th Assistant	JOB CLASSIFICATION	FLSA NON EXEMPT
DEPARTMENT	County Auditor	COMPENSATION	
SUPERVISOR	County Auditor	HOURS	40 Hours/Week

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is full-time to assist the Auditor and other assistants with any project deemed necessary.

Assist in preparation and compilation of the comprehensive annual report and budget.

Compile and prepare quarterly sales tax and diesel tax reports.

Review and compile monthly fuel usage reports for all departments.

Understand the operations of every office, including the cash flow, record keeping and legal requirements of the office. Do assigned audits of various offices (individual or in teams); physically perform and write audits.

Perform miscellaneous secretarial duties such as answering the phone, helping the public, typing, mail, office supplies, filing, etc.

Maintain and update all insurance policies.

Responsible for open records requests submitted to Auditor's office.

Maintain accounts receivables.

Maintain purchase order files.

Generate spreadsheets, reports and forms on the computer.

Assists with preparation of bid tabulations, annual contracts, etc.

In the absence of IT personnel and the 3rd assistant auditor, perform backup of financial system.

Any other duties deemed by County Auditor.

NOTE The duties listed above are intended only as illustrations of types of work that are required. The omission of specific statements of duties does not exclude them from the position.

MINIMUM JOB REQUIREMENTS

Education & Certifications Two years of college with emphasis on business courses such as typing, and secretarial training, and three to six semester hours of accounting and mathematics courses in computer science is desired, but not required. Equivalent job related experience may be substituted.

Skills & Knowledge *Knowledge of:* generally accepted accounting principals, including governmental and budgetary account practices and procedures; current office practices and procedures; computerized accounting systems; Local Government Codes. *Skill/Ability to:* prepare work papers and spreadsheets neatly and accurately; operated ten-key calculator; operate computer using standard word processing, date inquiry, and spreadsheet software packages; learn departmental policies, rules, regulations, and procedures; interpreting financial statements; demonstrate proficiency in both oral and written communications; and establish and maintain effective working relationships with co-workers, other county employees, county officials and external auditor.

Physical Demands Lift 10-20 pound boxes, pass county physical and drug screen and stress.

Equal Opportunity Employer