



McKENZIE COUNTY

CLASS SPECIFICATION TITLE: Deputy Auditor/Auditor Department
Administrative Manager

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
C	4	3	Exempt
CLASS SUMMARY: This class, in consultation with and under the general supervision of the McKenzie County Auditor/Treasurer; assists with administering the County policies and management of finances			

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>	<u>BAND/ GRADE</u>
1.	Oversee accounts payable, invoice preparation, and process bills for payment, determine whether performance has been according to authorized procedures and that accounting records are properly maintained, prepares reports and financial statements.	Daily 45%	C4
2.	Supervise office support staff including scheduling, work assignments/ special projects, training, counseling, and evaluating. Develop and/or implement policies and procedures, forms, work methods, job priorities to be followed, and coordinate all Departmental work.	Weekly 20%	B2
3.	Manage Property & Liability Insurance policies, obtain insurance on all new vehicles and equipment, and prepare building insurance documentation and maintenance and updating of policies.	Monthly 10%	B2
4.	Attends Board of County Commissioner meetings, assists Auditor with meeting minutes, and maintains the official records of the Board of County Commissioners meetings.	Monthly 10%	A1
5.	Administer County, City, and School elections which includes training election boards, preparation of polling place materials and equipment, administration of absentee and UOCAVA ballots, and election night duties.	Annually 10%	B2
6.	Publish bid notices, legal notices, election notices, and approved Board of County Commissioner meeting minutes.	Monthly 5%	A1
7.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE: (positions in this class typically require):
A Bachelor's Degree in Accounting or equivalent and four (4) years of experience in an accounting function; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.



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LICENSING REQUIREMENTS: (positions in this class typically require):

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Advanced accounting principles
- Account preparation, review, and control methods
- General ledger reporting and data entry techniques
- Real estate and legal descriptions
- Modern office practices, procedures, equipment, record keeping, filing systems and computer software and systems
- Computers and related software applications.

SKILLS (position requirements at entry):

Skill in:

- Balancing accounts;
- Prioritizing and assigning work;
- Maintaining accounting records;
- Applying accounting procedures and principles;
- Preparing accounting statements and reports;
- Reconciling, balancing, and auditing accounts and assets;
- Performing mathematical calculations;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.