# LAKE OF THE WOODS COUNTY
## POSITION DESCRIPTION

**DATE:**            November 2022

**JOB TITLE:**    **County Auditor/Treasurer**

**DEPARTMENT:**    Auditor/Treasurer

**JOB GRADE:**    23

**FLSA:**            Exempt

**REPORTS TO:**     Board of Commissioners

**SUPERVISES:**    All Auditor/Treasurer Staff

### GENERAL DUTIES:

The county auditor/treasurer is the county's chief financial officer, property tax administrator as well as the chief election official at the county level.  The auditor/treasurer is a member of the County Board of Equalization, the county canvassing committee, and as directed by the board of commissioner, participates on various other committees.  In addition, county auditor/treasurer serves as public information officer; performs duties as instructed by County Board; administers and evaluates office staff, and ultimately assumes responsibility for all work of the department.

### PREFERRED QUALIFICATIONS:

- Bachelor Degree in Business Administration or related field with a major or concentration in accounting
- Eight (8) or more years of related experience in accounting practices/procedures and office management
- CPA

### ESSENTIAL FUNCTIONS:

- **Chief Financial Officer – Department Functions**
  - ✓ **County Budgets, Payroll & Annual Financial Reporting**
    The county auditor/treasurer serves as custodian of all county money.  Is responsible for payment of department obligations, including all financial, accounting, payroll and related liabilities, collects county revenues, and prepares monthly reports and financial statements. Serves as Budget officer, in which capacity incumbent develops budget for various departments and the County Board.

- ✓ **Cash Management**
  The county auditor/treasurer is responsible for all investments of surplus county funds. Duties include investing, maintaining and monitoring the county's investment portfolio of all county bank accounts. Reconciles monthly statements and prepares monthly reports for review by Board of Commissioner.

- ✓ **County License**
  The office of county auditor/treasurer is responsible for a variety of licenses and permits.
  They are:   Fishing/Hunting License
                  Driver's License
                  Auto/Truck/License/Tabs/Plates
                  Liquor License
                  Other license as required

- **Property Tax Administrator**
  - ✓ As administrator of the property tax system, the auditor/treasurer is responsible for the management of the property tax cycle. This involves calculating, collecting and monitoring current and delinquent real estate tax records, escrow management, and settlement of tax receipts to taxing entities and tax forfeited land sales. Facilitates financing for special assessments including public works projects and ditch assessments.

- **Chief Election Official**
  - ✓ Responsible for maintaining voter registration files, accepting filings for county offices, preparing ballots, training election judges, processing all election ballots and making election results available to the public.

- **Public Information Officer**
  - ✓ Incumbent responds to all requests for information of the county; at the same time ensuring that data procedures and protocols are not violated.

- **Supervisor – Office Staff**
  - ✓ As supervisor of the Auditor/Treasurer office, incumbent supervises and evaluates staff, delegates duties to Deputies and makes sure work is accurate and completed on-time.

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**WORKING CONDITIONS AND ENVIRONMENT:**

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas.

Incumbent incurs frequent public contact and intermittent exposure to travel.  There is sustained exposure to sitting, computer keyboard and video screens and moderate exposure to lifting (up to 25 pounds).

**SAFETY DUTIES:**

- Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies.  Attends all required safety training sessions.

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