

**LAKE OF THE WOODS COUNTY  
POSITION DESCRIPTION**

**DATE:** March 2024

**JOB TITLE:** Deputy Auditor/Treasurer - Fiscal Officer/Payroll

**DEPARTMENT:** Auditor/Treasurer

**JOB GRADE:** 15

**FLSA:** Non-Exempt – Non-Union

**REPORTS TO:** County Auditor/Treasurer

**SUPERVISES:** N/A

**GENERAL DUTIES:**

This position assists the County Auditor/Treasurer in the execution of his/her duties of the office. Manages the County's Integrated Financial System and accounting and related activities as required by IRS and State of Minnesota Statutes and rules. Assists in preparing the County's Annual Financial Statement and in preparation of the County budget and levy. Administers all payroll and coordination of insurance benefits.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Accounting OR Associates degree in accounting, business administration or related field AND 4-6 years related work experience or equivalent.
- Ability to be bonded
- Good communication skills
- Valid Minnesota Driver's License

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain and prepare complex financial records/reports;
- Associate Degree in accounting or equivalent experience and five experience in customer relations, office management or public service;
- Ability to think complex problems, resolution and motions through independently and arrive at a logical conclusion.
- Ability to maintain a high degree of attention to each task with the knowledge that any error can constitute time, expense and possible Court proceedings.
- Governmental Accounting preferred;
- Must be able to attend training seminars as required to comply with proper management of county, state and federal funds and any job related activities; MN Revenue Trainings, PERA Trainings, IFS Trainings, Avenu Trainings
- Ability to communicate effectively, both orally and in writing;
- Ability to work under stressful conditions and be able to multi-task;
- Ability to maintain confidentiality and HIPAA regulations;
- Possess strong working knowledge of Microsoft Office;

**ESSENTIAL FUNCTIONS:**

- **Financial**

- ✓ Manage the County's Integrated Financial System in a manner consistent with established and accepted government accounting principles and practices and meets statutory requirements in regards to COFARS and GASB.
- ✓ Researches, audits, prepare and processes all revenue and expenditures for County Board approval, and generate warrants.
- ✓ Completes and prepares month end processing and trial balance.
- ✓ Completes all accrual entries reserve accounts, audits fund balances, maintain vendors and all general ledger accounts.
- ✓ Assists with preparation of County Annual Financial Statement in compliance with the Governmental Accounting, COFARS, OPEB and GASB for external audit team and/or State Auditors.
- ✓ Assists in the preparation of financial and budget reports for Department Heads and County Board.
- ✓ Collects and maintains W9 forms, ST3 forms for businesses, 1099's
- ✓ Auditor/Commissioner and Manual warrants/Sales tax
- ✓ Miscellaneous and EFT Receipts

- **Taxes**

- ✓ Assists in County Property Tax Administration and Functions
- ✓ Assists in other Tax function duties.

- **Payroll**

- ✓ Payroll Accounting and related activities.
- ✓ Union Contracts
- ✓ Time cards, process payroll, file quarterly and year-end W2 reports, ACA

- **Insurance**

- ✓ Assistant to County Auditor/Treasurer in insurance related activities including property and liability and employee benefits.
- ✓ Employee benefits including all employee insurance, PERA, TASC, HCSP, Deferred Comp

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Assists in grant processes and required reporting for various grants as required by county, federal and state.
- Assists with Election process.
- Other duties as assigned or required.

**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.

The individual may encounter moderate emotional strain or tension. There is sustained exposure to sitting and standing. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 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.