



Title: Chief Deputy Auditor/Treasurer – Financial Accountant FLSA Status: Exempt

Department: Auditor-Treasurer

Updated: 2/2023

General Definition of Work

Performs difficult work involving the financial management of the County overseeing and coordinating the financial activities of the Auditor / Treasurer Office, and related work as apparent or assigned. Work is performed under the general direction and with limited supervision of the Auditor-Treasurer.

Supervision is exercised over all department personnel in absence of the Auditor-Treasurer.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Coordinates daily accounting activities and advises other departmental staff in order to ensure compliance with GAAP and GASB related procedures.
 - Oversees workload of accounting staff.
 - Maintains the financial system; coordinates month end activities; provides reports to all departments.
 - Attends meetings with State Auditor personnel.
 - Performs complex accounting entries transactions and reconciliations.
 - Coordinates month-end reporting and directs the financial reporting process.
 - Gathers all information necessary and prepares work papers and schedules for the annual audit following all GASB pronouncements.
 - Implements suggested and/or mandated changes per State Auditor.
 - Prepares various financial reports for publication.
 - Performs budget preparation for administration.
 - Assumes the role of Auditor-Treasurer when necessary.
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Knowledge, Skills and Abilities

Comprehensive knowledge of governmental accounting; comprehensive knowledge of all County policies that pertain to the financial health of the County; thorough knowledge of GASB/GAAP; comprehensive knowledge of financial reports and schedules, accounting transactions, and grant activity and reporting. Thorough knowledge of laws and administration of policies governing real and personal property and ability to obtain the Property Tax Calculation Certificate through the MN Department of Revenue. Thorough knowledge of State election laws and ability to obtain an Election Administrator Certificate through the MN Secretary of State, if needed, along with an Election Judge Certification. Knowledge of passport agent job duties and ability to be certified as a passport acceptance agent. Thorough skill operating a personal



computer and applicable hardware and software; ability to compute rates, ratios and percentages; ability to communicate effectively both in oral and written formats; ability to establish and maintain effective working relationships with County administration, staff, third party agencies and the general public; Typing and 10-key calculator skills.

Minimum Qualifications

Bachelor's degree with coursework in accounting or related field, and extensive experience in governmental accounting/financial report preparation, or a combination of equivalent education and experience.

Special Qualifications

- Property Tax Calculation Certification within six months.
- Election Judge Certification within six months.
- Passport Agent Certification within six months.
- Board of Equalization Training, if needed.
- Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees always sit but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling.
- This classification involves repetitive motion and manual dexterity most of the time.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom



Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.