



Title: Auditor-Treasurer (elected)

FLSA Status: Exempt

Department: Auditor-Treasurer

Updated: 2/2023

General Definition of Work

Performs complex professional work planning, organizing, and directing the financial activities of the County; prepares and conducts all elections; coordinates budgets and levies; prepares TNT and tax statements, conducts tax forfeitures and sales, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the public.

Supervision is exercised over all department personnel.

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.

- Fiscal/Investment Officer - plans, organizes and directs the financial activities of the County, prepares financial reports, issues checks, oversees payroll, assists and monitors budget.
 - Property Tax Administrator - responsible for all processes for TNT notice, property tax statements, collecting taxes, settling out taxes, tax forfeiture process, payments and refunds, etc.
 - Coordinates levy and special assessment information from all taxing districts in the County; prepares reports to MN Department of Revenue, State Auditor, and Department of Education.
 - Chief Election Officer - conducts and coordinates all Federal, State and County elections working with all cities and townships, trains election judges, works with equipment, oversees ballot production, election canvassing, post-election reviews, among other duties necessary.
 - Passport Acceptance Manager - oversees the passport acceptance program and the passport agents in the office.
 - Serves as a trained member on the Board of Equalization.
 - Serves on the Extension Committee.
 - Clerk to County Board in the absence of the County Administrator.
 - Hires, promotes, evaluates and supervises all department employees.
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Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting systems, methods, procedures, forms and records; ability to prepare informative financial reports; thorough skill operating a personal computer and applicable hardware and software; ability to plan, organize, direct and evaluate work of subordinate employees; ability to establish and maintain effective



working relationships with governmental officials, staff, third party agencies and the general public. Typing and 10-key calculator.

Minimum Qualifications

Bachelor's degree with coursework in accounting, management, or related field and extensive experience in accounting and management, with governmental, property tax, and election experience preferred; or a combination of equivalent education and experience.

Special Qualifications

Passport Agent Manager Certification within six months.

Passport Agent Certification within six months.

Certification in Property Tax Calculation within six months.

Election Administrator Certification within six months.

Election Judge Certification within six months.

Board of Equalization training.

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 mostly sit but may walk or stand some of the time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- This classification involves repetitive motion and manual dexterity most of the time.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Occasional
Up to 50	Occasional
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.