County Auditor/Treasurer

Department	Auditor/Treasurer	**Classification**	Grade 23
Reports to	County Administrator	**Unit**	Non-union
Supervises	1 - Finance Coordinator	**FLSA Status**	Exempt
	4 - Deputy Auditor/Treasurer		
	4 – Elections Support (temporary/PT)		

Position Description

Provide overall leadership and direction of the County's financial operations and serve as the County's Chief Financial Officer, Auditor-Treasurer, and Director of Elections.
The County Auditor/Treasurer is responsible for managing other offices as assigned, including the License Office.
Oversee administration of property taxes.
Oversee tax preparation and filing with the Minnesota Department of Revenue.
Administer license programs on behalf of the county.

Essential Duties and Responsibilities

- Provide overall leadership and direction of the County's financial operations including oversight of the annual budget, investments, coordination of the annual audit, and compliance with state and county fiscal policies.
- Coordinate and prepare the County's financial statements, related worksheets and records for reporting to the State; serve as liaison with state and independent auditors.
- Administer Property Tax, Delinquencies, and Tax Forfeitures for taxpayers of Hubbard County. Job duties include overseeing property taxation for real and personal property in the county, which involves calculating tax rates, collecting payments, and distributing funds to the correct districts. Responsibilities also include organizing and mailing annual property tax statements, handling special assessments, processing property tax abatements, managing escrow, and addressing public inquiries. The role includes administering several tax programs such as Payment in Lieu of Taxes (PILT), Severed Mineral Rights, Solar Production tax, and delinquent property tax collections. Additionally, it involves certifying and reporting on Tax Increment Financing (TIF) districts, monitoring past-due taxes, and managing the Confession of Judgment program.
- Record and monitor all General Obligation Bonds issued by the County, cities, or schools and verify annual debt servicing. Complete annual report to State of Minnesota and the Office of State Auditor. Work with County Finance Coordinator in ensuring the county retains high bond ratings.
- The Auditor is the County's Chief Election Official responsible for all aspects of elections including certification of candidate filings and candidate campaign finance reporting, voter registration, ballot preparation and proofing, roster generation, training of election clerks and judges, maintenance and security of the Statewide Voter Registration System (SVRS), ensuring all Federal Help America Vote Act (HAVA) requirements are met in the polling

places, certification of election equipment and all accuracy testing, absentee voting process, identifying and addressing any issues or inaccuracies in election activities, election reporting to the Secretary of State, and is also member of the County Board of Canvass.
- Serve as a voting member on the County Board of Appeal and Equalization.
- Regular attendance on the job.
- Perform other duties as assigned.

Qualifications and Knowledge, Skills and Abilities

Minimum Qualifications

- Bachelor's Degree and 6-years related experience (e.g., government administration, accounting, finance, experience).
- Minnesota Department of Revenue Property Tax Calculation Certification and Minnesota Secretary of State County Election Administration Certification to be completed within 2-years of hire.
- U.S. citizen *(Minnesota Statutes 201.014, 203B.121, 204B.19)*.

Knowledge, Skills and Abilities

- Knowledge of generally accepted accounting principles (GAAP) and government accounting standards (GASB).
- Strong leadership ability that strategically aligns auditor functions and finance functions with business needs.
- Proficient in using automated systems.
- High degree of accuracy and problem solving.
- Strong communication and collaboration skills.
- Experience in supervising projects and staff.
- Establish and maintain effective working relationships.

Preferred Qualifications

- Supervisory experience.

Physical Requirements (No Screen)

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.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

Revision date: 08/15/2025