Deputy Auditor/Treasurer

Department	Auditor/Treasurer
Classification	Grade 9
Reports to	County Auditor/Treasurer
Unit	AFSCME Council 65, Local #2768
Supervises	N/A
FLSA Status	Non-exempt

Position Description
Perform a variety of customer service, accounting, bookkeeping and administrative duties to support the functions of the Auditor/Treasurers department in licensing, property tax and elections.

Essential Duties and Responsibilities
- Provide program support within the License Center, including processing state issued driver's licenses and identifications, and preparing and issuing Hubbard County licenses (i.e. marriage, tobacco, liquor, Notary).
- Provide administrative support, including collecting and processing department deposits, answering phones for the Government Center, scheduling meeting rooms, updating the website as necessary, ordering office supplies, and serving as backup through cross training for other Deputy Auditor positions as assigned.
- Assist customers with property tax statements (i.e. collect, reconcile, post property tax payments), reconcile cash drawers and escrow accounts, maintain refunding account – process refunds monthly.
- Assist with forfeiture proceedings, including notifying landowners, sheriff's offices, and newspapers.
- Assist with administering in person absentee voting, maintaining the Statewide Voter Registration System, election equipment (i.e. set-up/programming, testing), and post-voter history, etc., and election night counting center duties.

Qualifications and Knowledge, Skills and Abilities
Minimum qualifications
- High school graduate or equivalent.
- 2 years post-secondary education and work experience in accounting, bookkeeping, finance, or administrative support;
  OR combination of education and work experience (totaling at least 4 years).
- U.S. citizen *(Minnesota Statutes 201.014, 203B.121, 204B.19)*.
- Successful completion of a criminal background check.
- Successfully pass a pre-placement screen, contingent upon a job offer.

Knowledge, Skills and Abilities

Knowledge: Office procedures, data entry and record keeping. Adhere to all laws, statutes, policies and rules with the essential level of confidentiality and safety required of the position.
Skills: Proficient in using automated systems relevant to the position. Communicate effectively both orally and in writing with all stakeholders relevant to the position. Detail-oriented with strong organizational skills, accuracy, and problem solving. Mathematical computations.
Abilities: Attend training/meetings/make office deliveries, on an as needed basis. Establish and maintain effective working relationships. Follow established procedures and directives from supervisors. Prioritize work in a timely manner in a multifaceted environment.

Preferred Qualifications

- Work experience in customer service.
- Work experience, beyond the minimum, in accounting, bookkeeping, finance, or administrative support.

Physical Requirements

See Functional Job Analysis.

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. Regular attendance on the job and the performance of other duties as assigned are required. The County retains the discretion to add or change the contents of this position description at any time.

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