

Madison County, Iowa

Position Description – First Deputy Auditor

Position: First Deputy Auditor

Reports to: County Auditor

Department: Office of Auditor

Effective date: Updated Nov. 2019

FLSA Status: Exempt

General Summary

Under general supervision of the Auditor, perform payroll duties and assist with duties including, but not limited to, accounting; employee supervision and office administration; real estate processing; voter registration and elections.

I. Essential Functions

A. Accounting

1. Audit, enter and process payroll claims through accounting system then prepare payroll reports for FICA, IPERS and other payroll deductions
2. Request, maintain, process and distribute W-2s
3. Request, maintain, prepare township budgets and summary statements
4. Enter data and extract reports for county departments
5. Perform accounting for various projects and grants

B. Elections

1. Manage election process
2. Manage voter registration process, maintain registration records, and address library
3. Manage absentee ballot request and return process
4. Recruit and train Precinct Election Officials (PEOs)
5. Prepare reports and fulfill election data requests
6. Interact with candidates, city and school officials, general public and media

C. Additional Functions

1. Perform the duties of the Auditor during the absence of the Auditor per Iowa Code 331.903(4) Appointment of deputies, assistants and clerks
2. Greet and assist persons entering the Auditor's office and answer telephone
3. Process daily mail
4. Process passports
5. Process claims in absence of the Second Deputy
6. Scan and index data and documents
7. Assist with real estate processing
8. Perform other duties as assigned by the Auditor

II. Education / Experience / Qualifications

A. Post-Secondary Education

- B.** Two years' experience in payroll OR equivalent combination of education and accounts payable experience that will have developed the required knowledge, skills and abilities

III. Licensing and Certification

- A.** Valid Iowa driver's license
- B.** Approved access to Iowa Interactive within two weeks
- C.** Certified passport acceptance agent within one month
- D.** Iowa Notary Public within one month
- E.** SEAT (State Election Administrators Training) certified within two years
- F.** SEAT continuing education of 18 course hours within four years of certification

IV. Knowledge / Skills / Abilities

A. Knowledge

- 1. Payroll methods, terminology, and pertinent State and Federal laws and regulations
- 2. Arithmetic and algebra
- 3. Record retention
- 4. State of Iowa Code
- 5. Modern office practices, procedures, equipment and software

B. Skills

- 1. Personal
 - a. High level of integrity and confidentiality
 - b. Attention to detail
 - c. Demonstrate a willingness to take initiative
 - d. Flexibility to adapt to change
- 2. Technical
 - a. Advanced in Microsoft Office Excel, Outlook and Word
 - b. Excellent spelling and grammar
 - c. Arithmetic and algebraic calculations with high level of accuracy
 - d. Typing and 10-key
- 3. Organizational
 - a. Analytical thinking and problem solving
 - b. Accuracy
 - c. Planning
 - d. Team work

C. Abilities

- 1. Effectively communicate verbally and in writing
- 2. Create and maintain complex spreadsheets utilizing mathematical formulas
- 3. Research, analyze and resolve moderately complex discrepancies
- 4. Research, analyze and extract data from various computer systems
- 5. Establish cooperative and professional working relationships with county employees, general public, media and vendors

V. Physical Requirements and Work Environment

- A.** Normal office environment including bending, lifting, pulling, pushing, sitting, standing or walking
- B.** Occasional requirement to exert a force of up to 70 pounds