



**MINIDOKA COUNTY**  
P. O. BOX 368  
RUPERT, ID 83350  
PHONE: (208) 436-7180 x110

## Job Description

**Job Title:** Deputy Auditor, Accounts Receivable and Payable, and Payroll Clerk

**Department:** Auditor

**Reports To:** Elected Clerk

### **Minidoka County Clerk/Auditor/Recorder Office Mission Statement:**

Recognizing the statutory environment in which all offices operate, ensure all departments achieve high level of confidence from the citizens of Minidoka County by servicing the community with the highest level of knowledge, accuracy and efficiency in an atmosphere that fosters innovation and openness and inspires trust in Minidoka County government.

### **General Statement of Duties**

Assure prompt and accurate payment of county obligations. Enjoy working with the public and other departments.

### **Primary Job Responsibilities:**

- Answer phone, take and relay messages;
- Research and answer questions from the public and other departments in the office;
- Review budget codes and enter claims for all departments assuring that proper documentation is provided and county policies are adhered to;
- Creates and maintains a record of contract vendors;
- Prepares and distributes monthly expenditure reports to all departments;
- Prepares Claims Approval and Remaining Budget reports for Commissioner signature;
- Logs and mails warrants, and file vouchers;
- Prepares, mails, and tracks invoices;
- Answers inquiries from vendors regarding payments. Troubleshoot, investigate and resolve specified accounting problems;
- Request and maintain W-9 information for vendors;
- Receipts all monies received by the Auditor's Office, verifying those amounts correspond with the reports being submitted from the various departments as well as verifying the appropriate County budget line, and submitting all monies to the County Treasurer;

- Responsible for generating Auditors Certificate by entering the above data into the financial program, sign, and dispense to the Treasurer;
- Generates and updates daily balance sheets;
- Responsible for issuing Court Restitution warrants and garnishment checks;
- Distributes monthly taxes to taxing districts and State agencies;
- Balances all Tax Receivables with Treasurer Tax Due reports;
- Responsible for preparing the remittance information for the State Treasurer and assembling it in the state transmittal format;
- Imports Jury claims, print the proof list, and process payments;
- Prepares month-end distributions from various trust funds;
- Prepares quarterly census reports for Treasurer and process E911 payments;
- Compiles the payroll sheets from the Department Heads to run payroll for employees;
- Submits payroll to the bank electronically for Direct Deposits along with retirement information to PERSI for each payroll run;
- Prepares reports of tax withholdings to remit to state and federal agencies;
- Prepares year-end W-2's and 1099's for employees and vendors and remit to governmental agencies;
- Tracks and maintains payment to insurance carriers;
- Sign up new employees of the benefits provided by Minidoka County;
- Voids outstanding warrants and marks cancelled, prepares unclaimed property reports and sends funds and reports to the state;
- Balances all monies received from District Court at month end and distributes as necessary by figuring and assigning a journal entry;
- Prepares the sales tax report and remits payment annually;
- Process journal entries as required to adjust funds between various accounts;
- Assists and provides documentation as requested by the Auditor's for annual audit;
- Responsible for the accuracy of the fixed asset file;
- Completes various surveys and questionnaires received by governmental agencies;
- Works closely with taxing districts on the levying process;
- Computes levies for each taxing district after submission of L-2's from each district;
- Prepares publication of County budget annually; and
- Any additional responsibilities that are assigned.

### **Job Specifications:**

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

### **Education and Work Experience:**

- High School Diploma or Equivalent
- Must be computer literate and have a general knowledge of Microsoft Office programs.

**Language Skills:**

- Ability to communicate by understanding and speaking the English language.
- Ability to read, analyze and interpret communications from numerous county departments as well as outside entities.
- Ability to read, analyze and interpret various government regulations including but not limited to Idaho Code.

**Mathematical Skills:**

Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to apply them to practical situations.

Ability to problem solve including locating and amending potentially costly errors.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of situational variables in situations where only limited standardization exists.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Knowledge, Skills, and Abilities:**

- Knowledge of basic principles and practices of bookkeeping.
- Knowledge of principles and practices of organization, planning, records management and general administration;
- Skills in prioritizing multiple tasks and managing projects as well as establishing effective timelines to meet absolute deadlines.
- Ability to expeditiously acquire knowledge of unknown computer programming and effectively apply to everyday duties.
- Ability to establish and maintain effective working relations with co-workers and clients;
- Ability to work well either alone or as part of a team;
- Ability to work in a fast pace environment;
- Ability to multitask with multiple interruptions;

**Essential Physical Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Working Environment:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; some travel may be required; will work under stress of deadlines.

**Equal Opportunity Employer:**

Minidoka County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

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Employee Signature

Date