

# LaMoure County, North Dakota

## Job Description

**Job Title:** Deputy Auditor  
**Department:** Auditor  
**Reports to:** Auditor

**Job Status:** Full-Time  
**FLSA Status:** Non-Exempt

### Nature of Work:

Para-professional accounting responsibility for performing a variety of complex financial transactions, reports presentation and review. Work is performed under the general direction of the Auditor.

### Essential Functions of Work:

- Develops recurring and non-recurring internal and external financial and budget reports.
- Processes employee payroll, including the preparation of payroll related reports and surveys.
- Administrates employee benefits programs.
- Prepares budget status reports and other documents as part of the budget development and monitoring process.
- Reviews, prepares and signs accounts payable vouchers for payment.
- Answers telephone or greet visitors, directing them to the appropriate staff of information.
- Assists Auditor with the election process and commissioner reporting.
- Perform other duties as required.

### Requirements of Works:

- Substantial knowledge of the principles and practices of bookkeeping and accounting.
- Substantial knowledge of office procedures, practices, methods and equipment and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a high level of confidentiality in the handling of sensitive payroll information.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Ability to perform light physical work and to carry up to 30 pounds; the ability to stand, walk, sit, bend, twist, kneel and reach; the possession of hand/eye coordination sufficient to operate a personal computer and traditional office equipment; ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

Desired Minimum Training and Experience:

- Two (2) years of vocational or college-level coursework in accounting
- Two (2) years of para-professional accounting experience.
- Bachelor's Degree in Accounting would be beneficial.

Necessary Special Qualifications:

- None

**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining Auditor related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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**Employee Signature**

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**Date**