

Deputy Auditor Finance

Date Posted:	January 25, 2019
Department:	Auditor/Treasurer
Compensation:	\$20.75 per hour
Hours	Full Time – 40 hours per week
Deadline:	Monday, Feb 11 at 4:30pm

Job Summary

The Deputy Auditor Finance is responsible for maintaining Accounts Payable and Payroll records, preparing financial reports for departments and related audit preparation and assisting the County Auditor-Treasurer in performing the services of the County Auditor-Treasurer's Office

Essential Functions

45% Accounts Payable

1. Administers processing of accounts payable warrants, including weekly data entry of auditors warrants and bi-weekly commissioner warrants, assigns and reviews vendor numbering and posts cash disbursements into county financial system (IFS).
2. Posts intrafund transactions/journal entries on a monthly basis.
3. Reviews and prepares invoices to be presented to the County Board.
4. Reconciles computer fund balances and balances trial balance with Deputy Finance monthly.
5. Prepares vendor list and distributes to county departments quarterly.
6. Prepares monthly budget comparison reports for coordinator and/or departments, as requested.
7. Informs other county offices as payment procedures and voucher deadlines.
8. Maintains filing system for paid vouchers and responsible for their record retention.
9. Create and maintain detailed excel spreadsheets as needed.
10. Records hospital expenditures and payroll into county financial system.
11. Communicates with county departments and vendors regarding payments and invoicing.
12. Checks vouchers for department signatures as required by statute.

50% Payroll

1. Administers time sheet entry, process and issue bi-weekly payroll warrants for all County funds, excluding hospital.
2. Creates new employees in the payroll system and maintains all pay and applicable codes within employee payroll records.
3. Maintains payroll deduction and benefits including federal and state income tax, FICA, Medicaid, deferred compensation, flex plan, HRA benefits, health, dental and life insurance, and garnishments.

4. Routes payroll deductions, benefits, and reports to appropriate vendors including balancing county share and employee deductions for health and life insurance billings.
5. Maintains PERA records and prepares reports.
6. Administers the issuing of W-2's to all County employees, 1099's to vendors as required and submits related reports to appropriate state and federal agencies.
7. Creates and maintains detailed excel spreadsheets as needed.
8. Creates and totals payroll ledgers by fund, bi-weekly, quarterly and annually.
9. Compiles, prepares and issues reports quarterly and annually to the State, including but limited to, 941 reporting, unemployment and demographic reports.
10. Audits accrual usage, communicates with department heads regarding discrepancies, makes corrections, and supplies departments with employee accrual balance reports monthly.
11. Creates direct deposit file for the bank.
12. Answers written requests for employee payroll information from employees and outside agencies.
13. Implements federal and state law into disclosure of employee information, not limited to the Minnesota Data Practices Act and HIPPA.
- 13 Works with Human Resources regarding accruals, employees status reports, new hires, terminations and retirees.
14. Collects and makes COBRA payments.

4% Mainframe Computer Backup

1. Acts as backup administrator for the AS/400 Mainframe in the absence of the Assessment/Tax Supervisor, including program downloads, support calls and making sure nightly backup are executed.

1% Other Important Duties

4. Assists Auditor-Treasurer's staff with various election duties including election night reporting as needed.
5. Performs other work as required.

Knowledge, Skills and Abilities Desired

- Considerable knowledge of mainframe computer systems.
- Considerable knowledge of accounting principles and generally accepted government accounting and financial reporting standards.
- Considerable knowledge of statutes and regulations applicable to the payroll and benefits.
- Considerable knowledge of Microsoft applications, including Word and Excel.
- Skilled in the use of computers and calculators.
- Ability to prepare complete and accurate accounting reports and statements of moderate difficulty.
- Ability to perform detailed work with a high degree of accuracy.
- Ability to establish and maintain effective working relationships with other employees.

- Ability to maintain confidentiality according to established procedures governing the release of employee information.
- Ability to maintain confidentiality according to established procedures governing the release of protected data.
- Ability to work under constant deadlines.
- Ability to communicate effectively via telephone with vendors and employees.
- Ability to organize work and to adhere to reporting deadlines.

Minimum Qualifications

Threshold requirement is all of the following:

- High School graduate or equivalent plus 2 years of accounting or closely related
- 2 years experience job related experience
- Payroll experience
- Pass background check

Benefits:

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Salary

\$20.75 per hour (pay range 10)
 Union position, Local 320

Hours of Work

Shift hours 8:00am to 4:30pm.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

Insurance

All insurance plans are through Blue Cross Blue Shield of Minnesota. Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$32.88	\$890.44
\$750 Deductible	\$0	\$679.92
\$2000 Deductible	\$0	\$236.58

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.98

Single plus one: \$68.30

Family: \$112.02

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.