

**SARGENT COUNTY, NORTH DAKOTA  
POSITION DESCRIPTION**

<b>Name:</b>		<b>Department:</b> Auditor
<b>Position Title:</b>	Deputy Auditor	<b>FLSA:</b>
<b>Date:</b>	May 2023	<b>Reports To:</b> Auditor

---

**PURPOSE OF POSITION:**

The purpose of this position is to provide assistance to the Auditor in carrying out the responsibilities as chief financial officer for the County and secretary to the County Board and Park Board. Assists in administering the election process. Assists in preparing and monitoring the County budget. Maintains legal land description records. Sells licenses. Assists in the bid process. Assists in the Surplus property sale. Performs accounts receivable and payable duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists in compiling data for the budget process using actual and estimated figures.

Assists townships, cities, schools, fire districts, park and other County offices in preparing budgets and related financial information; audits all incoming budget, financial reports, and special assessments.

Assists in processing County payroll, reviews employee sick leave, vacation and personal hours, verifies other related payroll reports. Audits road and park department employee timecards, enters data into computerized program for accurate reporting purposes.

Assists in preparing annual financial reports and data for the biennial audit.

Audits invoices from vendors and vouchers from County departments prior to submission for approval; verifies bid prices; assist with the annual bid process which

## Sargent County Position Description – Deputy Auditor

---

includes sending bid packets to vendors, tabulating results & distributing the results back to the vendors and the commissioners.

Assists in administering the Surplus property Sale, including sending out notices to departments, forwarding information onto the local newspaper, collecting the bid information and contacting the highest bidders.

Enters warrant number and date on vouchers after checks are generated. Prepares listings of all vouchers paid to be entered on minutes. Assists in maintaining an accurate voucher filing system. Acts as secondary contact to interact with vendors, service providers and county staff on various issues.

Maintains various County books of minutes taken, preserves documents, books, records and maps.

Assists in preparation of and audits monthly and yearly financial reports.

Assists in preparing year end payroll reports including W-2's, W-9's and 1099's.

Performs various financial duties for the road department, maintains accounts receivable of departmental sales; sends monthly billings and collects road funds; computes and audits related billing.

Assists in administering various elections; maintains inventory of election supplies; compiles test deck to certify accuracy of ballots and counters; conducts public tests; assist precinct workers; performs a variety of duties on Election Day; assists with election board training, canvass board, and recount boards. Distributes and processes all vote by mail applications and ballots. Compiles test decks to certify accuracy of ballots & counters, conducts public tests and assists election board workers.

Provides information regarding budgets, benefits, payroll and other related departmental business to employees and the general public.

Certifies uncollected taxes to townships, schools, cities and fire districts.

Assists in preparing tax levies; assists townships, cities, fire and park districts with budget and levy preparation. Aids in calculating all levies for the County, school

## Sargent County Position Description – Deputy Auditor

---

districts, cities, park districts, townships, and fire districts; certifies levies to neighboring counties.

Record retention, performs duties to maintain updated records and retain all files and ledgers as required; submits annual report of volume of records destroyed.

Performs various other administrative duties on a daily, monthly, and annual basis; Picks up, sorts and distributes daily mail, certifies payment of taxes; transfers all deeds, patents, contract for deeds and other instruments; schedules agenda appointments with commissioners, maintains county vehicle calendar and usage of commission and conference rooms for various departments, maintains supply of updated maps; computes levy worksheets; completes various surveys, audits daily financial receipt/expenditure sheets.

Utilizes basic office equipment in performing duties to include an adding machine, computer, printer, copier, fax machine, ballot counter, binding machine, laminator, postage scale, and a multi-line phone system.

Utilizes various computer software programs for word processing, data entry, desktop publishing, updating an existing spreadsheet, designing and formatting new spreadsheets, and researching recorded documents.

Performs various duties for the Park District including maintain pavilion calendar, book reservations for the use of pavilion, sends out quarterly donation requests, audit park billings, seasonal site paperwork including rental contracts, electricity billings, and order supplies when needed.

Sells Game and Fish licenses to the public through online sales. Issues other licenses such as beer and liquor, bingo, raffles and dance permits.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Requires a high school diploma or equivalent with a minimum of two years'

experience in accounting, bookkeeping, payroll processing, and general secretarial work; or an equivalent combination of education and experience.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements:**

Must be physically able to operate a variety of machines and equipment including computer terminal, typewriter, calculator, copier, balloting equipment and a multi-line phone system.

Must be able to move or carry job related objects or materials. Must be physically capable of reaching to obtain various book, printouts, file boxes, computer paper, etc.

Most physical demand requirements are at levels of those for sedentary or office environment work. Some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

### **Numerical Aptitude:**

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; utilize basic algebra and geometry; apply descriptive statistics; and interpret same as may be appropriate.

### **Language Ability:**

Requires the ability to read a variety of professional, technical and administrative financial documentation, directions, instructions, methods and procedures including State code books, records, deed books, insurance manuals, personnel policy, election manuals, maps, plats, and related documents.

Requires the ability to produce reports and various financial documents with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English as

well as legal terminology.

**Interpersonal Communication:**

Requires the ability to communicate with people to convey or exchange professional information.

**Environmental Adaptability:**

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Work is normally performed in an office environment. Headaches, eye strain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

**Sargent County Position Description – Deputy Auditor**

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sargent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.