

**POWESHIEK COUNTY  
JOB DESCRIPTION**

**Department:** Auditor

**Title:** Assistant Finance Director

**FLSA:** Non-Exempt

**Date:** March, 2019

**Reports To:** County Auditor

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**PURPOSE**

Process payroll, maintain all payroll and employee records and administer employee benefit programs. Assist with accounts payable functions. Carry out assigned duties of the County Auditor as required and in the absence of the Auditor.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

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

Administer payroll functions, maintain employee records on computer and in employee files, receive and review time sheets, calculate tax and IPERS withholdings, process paychecks, reconcile to payroll register report, make necessary electronic fund transfers, process and mail checks for child support, annuities and cafeteria plans, update general ledger, process all year-end payroll reports, runs W-2's and calculate and input all pay and employee record changes.

Update payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles. Pay employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.

Determine payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, and unemployment payments and prepare federal/state withholding deposits and mandated governmental payroll reports according to established time frames.

Administer employee benefit programs, including enrolling new employees, distributing forms and information and setting up payroll deductions. Calculate and pay insurance bills. Respond to employee questions regarding payroll, employee benefits and employment law. Record vacation, sick and compensatory time and maintains leave balance reports.

Maintain benefit records; initiate new-hire benefits; and maintain any benefit changes. Keep current on all Federal and State laws regarding employment law and benefit programs.

Oversee countywide personnel policy and union bargaining agreements and respond to employee questions regarding human resource/employment issues.

Assist with the accounts payable function by completing claim forms; enter claims into computer software program, run reports, process and mailing checks.

Maintain township budget information by preparing budget forms for mailing to township clerks, verify the budget information, hearing date and enter said budget information in the Department of Management online system. Prepare and mail the annual reconciliation forms to the township clerks, verify receipts and expenditures.

Types a variety of letters, reports, forms, correspondence and related documents from written or verbal sources for internal or external use/distribution using standard keyboard equipment. Prepares reports and graphs as requested by Auditor.

Provide administrative support for elections, to include assisting voters at the county, assisting with mailing absentee ballots, maintain voter registration information in I-Voter system, and assist with setup up election equipment and Election Day.

Keep informed regarding changes in laws and procedures pertaining to human resources, benefits, and payroll, keep informed, and help maintain the county's HIPPA & Security Policies.

Inputs levies, values and other data in real estate files. Applies rollbacks and increases for taxable values in real estate files; input and maintain TIF files; and process valuation of taxes.

Issue passport applications (must become certified). Check the form they have filled out for completeness, record information from their driver's license, have them take an oath, if they are a certain age, if not have parents sign. Sign as acceptance agent, collect money, fasten pictures, birth certificates and their checks with their date of birth noted on it, in certain places per instructions from the National Passport Agency, fill out transmittal form and mails. Expedite and send express mail when needed. Must be familiar with all of the National Passport rules and regulations.

Assist in other departmental functions, as required, including answering telephones, serving the public at the customer service counter, and filing documents.

Maintain regular and punctual attendance and working hours.

Maintain confidentiality of records.

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

Associate of Arts Degree or two (2) years of formal accounting, bookkeeping, office administration and payroll training, human resources or equivalent experience is required. On the job training in office procedures and related functions carried out in the Auditor's Office will be provided.

## **MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Job involves lifting up to 50 pounds and reaching (horizontal and vertical) to obtain various books, printouts and file boxes, computer paper, etc., as well as feeling, grasping a variety of documents in various formats. Capacity to use various office equipment including ten key calculator, copy machine, fax, typewriter and computer literacy. Motor coordination (eyes, hands, swift and accurate finger movement) as well as manual and finger dexterity is essential for this job. Numerical, clerical and forms differences/distinctions are critical. Normal vision and hearing with or without corrective devices.

### **Cognitive Demands**

Capacity to copy, post and file date and proofread words, numbers and figures rapidly and accurately either by hand or keyboard; to gather, compare and prepare important financial/operational information: to distinguish the readily observable characteristics of data; to apply basic accounting principles and practices in the review, processing and payment of bills, records and balancing accounts and explain procedures to others. Must be able to work with complex and sensitive records and use appropriate established guidelines and references. Must have the ability to deal with problems having several variables and make decisions using interpretation and judgment. Must have a thorough knowledge and comprehension of the Iowa Code, Internal Revenue Statutes, and Federal Regulations that relate to Auditor responsibilities. Knowledge of basic office practices, business forms

and format, the maintenance of complex records and the use of guides and reference materials; knowledge of business arithmetic, including addition, subtraction, multiplication and division, including fractions and percentages; knowledge of basic public relations techniques. Must be able to plan and organize workflow to meet deadlines and to follow oral and written instructions accurately and efficiently. The position requires the capacity to continuously learn and use diverse subject matter knowledge.

### **Language Ability & Interpersonal Communication**

Interacts regularly with a broad spectrum of people including attorneys, members of the public, governmental agencies, judges and court personnel, and department staff in giving and receiving information through telephone, direct contacts and written correspondence. Requires the capacity to deal with information and data including numbers, figures, words, symbols, ideas and oral verbalizations. Requires the ability to read with sufficient comprehension to compare similarities and differences between words, numbers, etc. in either written, oral, schedule or other form. Ability to perform complex clerical tasks and make decisions requiring interpretation and judgment. Ability to plan and organize workflow with numerous interruptions; ability to follow and provide oral and written instructions accurately and efficiently in English. Well organized, memory for details and ability to work independently to meet deadlines. Requires knowledge of the English language, including grammar, sentence structure, spelling and punctuation.

### **Environmental Adaptability**

Work is performed in an office environment and occupational hazards would not be significant.

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**I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties for the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason and the Employer has a similar right.**

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**Employee's Signature**

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**Date**

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**Department Head**

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**Date**

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