JOB DESCRIPTION

JOB TITLE: Deputy Clerk Auditor II
DEPARTMENT: Clerk's Office
DATE: September 2026

SUMMARY: Oversees the County's financial activities and accounting system under the direction of the County Clerk. Performs complex accounting, auditing, financial reporting, budget preparation, and analysis to support accurate financial records and responsible management of public funds.

ESSENTIAL FUNCTIONS:

- Oversees County financial activities; prepares financial reports and analyses, including monthly and quarterly fiscal reports as needed.
- Works directly with the County Clerk to coordinate the annual audit and prepare audited annual financial statements. Prepares required annual reports and surveys for state agencies.
- Participates in preparing and revising the County budget. Monitors departmental budgets and expenditures to support compliance with approved budgets and responsible use of public funds.
- Performs technical accounting duties related to the receipt, apportionment, disbursement, and expenditure of County revenue. Prepares journal vouchers to correct financial records and processes budget changes authorized by resolution.
- Directs and monitors the auditing division's activities. Evaluates accounting and auditing procedures, recommends improvements, and implements approved changes.
- Serves as the financial officer and advisor for grant administration.
- Assists taxing districts and the County Clerk in establishing annual tax levies.
- Maintains tracking records for nonsufficient funds (NSF) checks and unclaimed property.
- Oversees trust account activities and expenditures.
- Maintains current knowledge of accounting, auditing, and financial practices through continuing education, professional contacts, and relevant meetings.
- Performs other related duties and special projects as assigned.

These duties of the position describe the primary functions of the job and are not to be considered all inclusive.

REPORTING RELATIONSHIPS: Position reports directly to County Clerk.

EXPERIENCE: An associate degree in accounting, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities in accounting and auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting and auditing principles, financial reporting, and budget preparation and analysis.
- Proficiency in Microsoft Excel, Word, Outlook, and accounting software.
- Strong analytical and organizational skills.
- Ability to maintain accurate financial records with close attention to detail.
- Ability to manage competing priorities, meet deadlines, and work effectively under pressure.
- Ability to exercise discretion when handling sensitive and confidential information.
- Ability to make decisions consistent with applicable laws, regulations, and County policies.
- Effective written and verbal communication and interpersonal skills.
- Ability to work independently and cooperatively with County officials, employees, taxing districts, agency representatives, and the public.

NOTE AND DISCLAIMER: This job description outlines the general nature of the position and is not an exhaustive list of all responsibilities, duties, or required skills. The hiring pay range may be adjusted as appropriate based on relevant employment experience.