

**POSITION DESCRIPTION  
COUNTY OF GREENE, INDIANA**

**POSITION:** Chief Deputy Auditor  
**DEPARTMENT:** Auditor  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** July 1995

**STATUS:** Full-time

**DATE REVISED:** December 2010

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Greene County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Chief Deputy Auditor for the Greene County Auditor's Office, responsible for preparing and processing claims and completing various bookkeeping functions.

**DUTIES:**

Performs duties of County Auditor in his/her absence.

Processes funds collected in all County departments, including verifying amounts and fund account numbers and preparing quietuses.

Processes claims for payment as required, including verifying calculations, reviewing for completeness, entering information on computer, and printing and distributing checks.

Processes wheel tax and COIT distribution monthly.

Maintains budgets for various departments and prepares budget for County Council hearings.

Prints and processes checks bi-monthly, including printing, separating and mailing to vendors. Processes Trustee's Poor Relief claims and checks monthly.

Prints and distributes computer reports as required, such as status of funds for each department. Reconciles fund balances with Treasurer's records monthly and at year end.

Processes and ensures payment of all insurance bills.

Enters appropriations on computer from approved annual budget.

Performs related duties as assigned.

Auditor/Chief Deputy

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Working knowledge of and ability to make practical application of standard practices, policies and legal requirements governing Department operations.

Working knowledge of and ability to make practical application of basic bookkeeping principles, and ability to perform arithmetic calculations, balance various records and prepare detailed financial reports as required.

Knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone and typewriter.

Ability to perform duties of County Auditor in his/her absence.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers and other County departments, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended, weekend and/or evening hours and occasionally travel out of town for training, sometimes overnight.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of bookkeeping duties according to a flexible, customary routine. Work is reviewed primarily for technical accuracy and compliance with legal requirements. Errors in incumbent's work are usually prevented and detected through standard bookkeeping checks. Undetected errors may result in loss of time for correction and/or loss of money to County and/or vendors.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers and other County departments for the purpose of exchanging information.

Incumbent reports directly to Auditor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving periodically lifting office supplies weighing less than 50 pounds. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for training, sometimes overnight.

**V. OTHER:**

Chief Deputy Auditor position is a political appointive position of the Auditor. Specific job duties and job requirements are established at the discretion of the Auditor. A person appointed to the Chief Deputy Auditor position serves at the pleasure of the Auditor and may be terminated by the Auditor at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Chief Deputy Auditor for the Auditor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name

Auditor/Chief Deputy