

**Madison County, Iowa**  
**Position Description-Second Deputy Auditor**

**Position:** Second Deputy Auditor

**Reports to:** County Auditor

**Department:** Office of Auditor

**Effective date:** February 2017

**FLSA Status:** Non-exempt

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**General Summary**

Under general supervision of the County Auditor or First Deputy Auditor, perform or assist with duties including, but not limited to, accounts payable, voter registration and election processes, and passport acceptance management.

**I. Essential Functions**

**A. Accounting**

1. Audit, enter and process accounts payable claims through accounting system then post and balance; create and publish publication file
2. Request, maintain, process and distribute W-9s and 1099s
3. Enter data and extract reports for county departments
4. Reconcile bank statements

**B. Elections**

1. Manage voter registration process and maintain registration records
2. Assist with absentee ballot request and return process
3. Assist with Precinct Election Officials (PEOs) training
4. Assist with preparing election equipment, materials and supplies
5. Interact with candidates, city and school officials, general public and media

**C. Additional Functions**

1. Greet and assist persons entering the Auditor's office and answer telephone
2. Oversee passport acceptance agent certifications and passport application process, manage document inventory, manage transmittal tracking and reconciliation, and, in absence of the clerk, ensure daily delivery of completed passport applications to the post office
3. Manage alcoholic beverages licensing process
4. Manage website and social media content
5. Process payroll in absence of the First Deputy
6. Assist with real estate processing
7. Perform other duties as assigned by the Auditor

**II. Education / Experience / Qualifications**

**A.** Post-Secondary Education

**B.** Two years' experience in accounting OR equivalent combination of education and experience that will have provided the required knowledge, skills and abilities

### **III. Licensing and Certification**

- A.** Valid Iowa driver's license
- B.** Approved access to Iowa Interactive within two weeks
- C.** Iowa Notary Public within one month
- D.** Certified passport acceptance agent within one month
- E.** SEAT (State Election Administrators Training) certified within two years
- F.** SEAT continuing education of 18 course hours within four years of certification

### **IV. Knowledge / Skills / Abilities**

#### **A. Knowledge**

- 1. Modern office practices, procedures, equipment and software
- 2. Arithmetic and algebra
- 3. State of Iowa Code
- 4. Accounting methods, terminology, and pertinent laws and regulations

#### **B. Skills**

- 1. Personal
  - a. High level of integrity and confidentiality
  - b. Attention to detail
  - c. Flexibility to adapt to change
- 2. Technical
  - a. Advanced in Microsoft Office Excel, Outlook and Word
  - b. Excellent spelling and grammar
  - c. Typing and 10-key
  - d. Arithmetic and algebraic calculations with high level of accuracy
- 3. Organizational
  - a. Analytical thinking and problem solving
  - b. Accuracy
  - c. Planning
  - d. Team work

#### **C. Abilities**

- 1. Effectively communicate verbally and in writing
- 2. Create and maintain complex spreadsheets utilizing mathematical formulas
- 3. Research, analyze and extract data from various computer systems
- 4. Establish cooperative and professional working relationships with county employees, general public, media and vendors

### **V. Physical Requirements and Work Environment**

- A.** Normal office environment including bending, lifting, pulling, pushing, sitting, standing and walking
- B.** Occasional requirement to exert a force of up to 70 pounds