

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**COMPTROLLER/SENIOR DEPUTY AUDITOR**

Department: Clerk/Auditor  
FLSA Designation: Exempt

Pay Grade: 18  
Effective Date: 10/04, 08/09

**Purpose of Class**

Manages, directs, monitors, and processes County fiscal transactions including budget administration, accounting, auditing, payroll, revenue accounting, and related functions; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to manage and perform detailed accounting, reviewing, and financial recording and reporting procedures to ensure the County's financial records are accurate and comply with established rules and procedures. Supervision is exercised over auditing staff. The work is performed under the supervision of the County Clerk, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities** (will vary by assignment)

- Performs various professional and managerial duties related to budget administration, auditing, payroll, accounts payable, revenue accounting, and related functions;
- Supervises auditing, payroll and mail room personnel;
- Assists in development, implementation, and interpretation of policies and procedures;
- Coordinates payroll with Human Resource Director;
- Acts as County contact person and liaison for County financial matters;
- Monitors work flow in assigned departments, makes project assignments and assigns priorities, and monitors completion;
- Administers staff hiring, training, and evaluations and recommends advancement and/or disciplinary actions;
- Computes property tax levies for all County taxing districts;
- Monitors collection and disbursement of fees, revenue, taxes, and related funds by assigned departments;
- Monitors County expenditures and reconciles to the current budget;
- Prepares proposed annual County budget for consideration by County Commission;
- Administers internal auditing functions, including evaluations of accounting procedures, and recommends changes and/or improvements;
- Coordinates and monitors annual outside audit;
- Prepares annual comprehensive financial statement;
- Ensures all County functions are performed in compliance with applicable state statutes and codes;

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Principles and practices of municipal administration and applicable federal, state and County statutes, laws, codes, and regulations;
- Principles and procedures of record keeping;
- County codes and ordinances, administrative regulations, personnel rules, and departmental policies;
- Functions, policies, and procedures of County departments;
- Customer service procedures, techniques, and objectives;
- Budgeting, accounting, auditing, billing, and bookkeeping procedures and techniques;
- Applicable Generally Accepted Accounting Principles (GAAP) and GASB standards;
- Record and document filing, recording, and management procedures and techniques;
- Operation of a personal computer and various software applications for word processing, spreadsheets, and job-related functions;
- English grammar, spelling, punctuation, and composition;
- Municipal budget preparation and administration;
- Current office practices and procedures;
- Employee training, supervisory, and evaluation techniques and methods.

Ability to:

- Interpret applicable federal, state, and County ordinances, codes, statutes, and regulations;
- Interpret and explain County department functions, policies, and procedures;
- Prepare and administer an annual budget;
- Supervise, train, and evaluate employees;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, elected and appointed officials, and the public;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Follow written and oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

**Acceptable Experience and Training**

- Bachelors degree in accounting, public administration, or a related field is required and advanced degree in related field preferred; and
- Four (4) years municipal administrative experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho drivers license is required;
- Certified Public Accountant certification is preferred.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.