



Job Title: Deputy Auditor/Treasurer
Department: Auditor/Treasurer's Office
Classification: Grade 8
Reports to: County Auditor/Treasurer
Supervises: N/A
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position assists in the collection of tax dollars used for the operation of Morrison County. Performs varied technical and accounting duties requiring the application of judgment and knowledge gained through education and work experience with great accuracy as mandated by State Auditors.

Communicates with:

Internally – All staff.
Externally – Vendors, state/county/city entities and public.

Supervision:

None

Telecommute:

Supervisory discretion

Essential Work Functions:

- Assists the Auditor-Treasurer in identifying the needs of the office and helps to ensure that those needs are being met. In the absence of the Auditor-Treasurer, has full authority to make decisions regarding tax payments and various other judgement calls.
- Performs and is responsible for the day-to-day duties of the office, provides front line assistance at the counter and on the telephone to taxpayers and other entities regarding property taxes.
- Posts current and delinquent real estate and personal property tax receipts into the property tax system manually and through the automated system.
- Balances current and delinquent taxes monthly to ensure accuracy.
- Oversees the direct payment of property taxes program, ensuring confidentiality of the applications and entering aid information into the bank software, coding of parcels, ensuring notices are sent and posting of payments is done.
- Balances total receipts and disbursements monthly with the Account Specialist. Keeps an accurate record of all tax overpayments, researches the overpayments, and refunds the appropriate party. Posts, balances, and applies prepaid property taxes in the property tax system to reflect on the tax statements. Keeps an accurate record of entries to the tolerance account.
- Balances the tax settlements four times a year and is responsible for the disbursement of those tax settlements to the various entities: schools, cities, townships, special districts, and State agencies.
- Balances the County's complex bank statements for an accurate accounting of funds. Prepares the monthly report for interest and dividends earned on bank accounts and Investments. Monitors the outstanding check list and sends unclaimed property to the Minnesota Department of Commerce yearly.

- Maintains mass escrow program in the Property Tax System. Codes parcels with Escrow codes (manual & automated) to update tax statements. Posts payments from mortgage companies (manually & automated through emails & through a collection portal).
- Provides election support to the Account Specialist/Election Administrator during election time. Assists in processing absentee ballots. Obtains certification as an election judge prior to the elections.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree.
- Minimum of 3 (three) years of experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to work overtime to support tax collections and elections as needed.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Under 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____