



Delaware County

This document is used to provide a basic description of essential duties and other work elements

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| Job Title: Finance Deputy | |
| Department: Auditor | Position Fund Account No.: |
| Division: Finance | Job Category: COMOT |
| Work Schedule: 8:30 a.m. - 4:00 p.m., M-F | Job Grade: |
| Reports to: Chief Deputy Auditor | Status: Full-time |
| FLSA Status: Non-exempt (OT eligible) | Effective Date: March 2024 Re-evaluation Date: |

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations 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 present an undue hardship.

Incumbent serves as Finance Deputy for the Auditor's Office of Delaware County, responsible for assisting with finance duties, and providing support to the Auditor's Office.

DUTIES:

Assists with settlements of taxes to taxing units, including property, license, excise, commercial vehicle, financial institution, and TIF. Prepares various documents associated with settlements, including spreadsheets, forms, and checks, apportionment and distribution sheets and balances settlement apportionment with abstract. Reconciles balances with Treasurer's office as required.

Assists with a variety of claim related duties, including receiving and distributing for County Local Income Tax and Education Plate fees, maintaining records of Economic Development Income Tax projects, and making various bond payments.

Assists with preparing spreadsheets and balances excise with Treasurer, including handling distribution for excise during settlements.

May perform various budgetary duties as assigned, including receiving budgets from other departments, entering budgets into state website, preparing budget forms and books, advertising budgets, sending budget information to taxing units, advertising notices for state budget hearings, and sending schedule notices to all departments.

Assists with payroll duties as needed.

Answers phone calls and emails, responds to inquiries, answers questions, and provides information and assistance to departments, Council, and Commissioners, including public speaking and presenting in various meetings.

Performs back-up duties to Bookkeeping, Payroll, Finance and Claims Deputies through regular cross-training to maintain Department efficiencies. Performs back-up to Bookkeeping,

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE with previous finance work experience or degree preferred.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Working knowledge of standard practices, policies, and legal requirements governing Department operations, with ability to accomplish tasks and activities with accuracy and completeness and meet formal deadlines.

Working knowledge of bookkeeping practices and procedures and County budget processes with ability to with ability to ensure accurate completion of appropriate procedures accordingly.

Working knowledge and experience with standard office procedures and computer software and systems used by the Department, including word processing, spreadsheets, and email, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, and calculator.

Ability to file, post, and mail materials.

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

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

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

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

Ability to be cross trained to perform duties of Department staff.

Ability to count, compute, and perform arithmetic operations.

Ability to perform various budgetary duties as assigned.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, or classify data.

Ability to work alone with minimum supervision and work with others in a team environment, work on several tasks at the same time, often under time pressure.

Ability to competently serve the public with diplomacy and respect.

Ability to regularly work extended hours and evenings and occasionally work weekends and travel out of town for conferences, sometimes overnight.

II. RESPONSIBILITY:

Incumbent's priorities are primarily determined by seasonal deadlines. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor for unusual matters. Periodically, decisions are made in the absence of specific policies or guidance from supervisor. Errors in work are primarily detected or prevented through notification from other departments, companies, agencies, or the public, standard bookkeeping checks, and procedural safeguards. Undetected errors could result in loss of time to correct the error, loss of money to the Department, other agencies, or the public, and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

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

Incumbent reports directly to Chief Deputy Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, handling/grasping objects, close vision, speaking clearly, and hearing sounds/communication.

Incumbent is regularly required to work extended hours and evenings and is occasionally required to work weekends and travel out of town for conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Finance Deputy for the Delaware County Auditor’s Office of Delaware County 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_____

Approved by Human Resources Director: _____ Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee’s Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor