Position Title: Chief Deputy Auditor
Department: All
Supervised By: County Auditor

Please e-mail your resume to the Clinton County Auditor, Terence Habermehl;
habermehltg@clintoncountyohio.us

Summary of Responsibilities:
The Chief Deputy Auditor is responsible for a wide range of duties that all directly reflect upon the overall performance of the office. This position reports directly to the Auditor and is responsible for all projects and job assignments given by the officeholder. Specific duties include but are not limited to providing management and leadership in all areas of personnel and human resources, oversight of deadlines in all sections of the office, communication with other governmental agencies and constituents, and any other tasks assigned by the Auditor. The Chief Deputy also represents the Auditor at a wide variety of Boards, Commissions, meetings and other functions as assigned by the Auditor. This position also serves as primary counsel to the Officeholder concerning all issues and aspects of the office, both internally and externally. This is a professional position requiring extensive experience with policy development, personnel, legislation, intergovernmental relations, and requires exceptional analytical and communication skills.

Primary Duties and Responsibilities:

- Supervision of Auditor's office personnel including accounting, payroll, and real estate.
- Signing authority for payroll, certifications, contractual agreements, accounting transactions, real estate transactions and any other signing authority as approved by the Auditor.
- Liaison between the Auditor and all outside departments within the county as needed including the Auditor's representative at Commissioners' staff meetings, budget hearings, financial advisors and legal counsel related to debt issuances, and any other meetings as requested by the Auditor.
- Responsible for Munis ERP system implementation, upgrades and training. Will work closely with county personnel and the Tyler support staff to ensure that the system is working properly.
- Prepares complex schedules, account analysis or other work necessary for the preparation of financial statements, ledgers, reports, or taxes, in accordance with Ohio Revised Code, Internal Revenue Service, and the Governmental Accounting Standards Board (GASB).
- Responsible for the planning, preparation, and management of the annual audit.
- Responsible for the review and approval of all Budget Commission transactions.
- Responsible for the review and approval of all financial journal entries and the posting of budget entries as approved by the Commissioners.
- Supervises the preparation of monthly and annual financial reports for fiscal agents.
- Computes, prepares and maintains all journal entries and schedules for the addition, disposal and depreciation of fixed assets for the County.
- Works closely with all county department and agencies to complete required duties and necessary training.

Other Duties and Responsibilities:

- Performs other duties assigned by supervisor, appointing authority or designee.

Qualifications:

- Any equivalent combination of education, training and work experience, which indicates possession of the skills, knowledge and abilities necessary to successfully perform the primary duties of the position.
- Bachelor's degree in accounting, finance, or other related field; and
- Minimum of 5 years of experience in government related work; accounting experience with local government is preferred.
- Knowledge of GASB policies, procedures and statements.
- Knowledge and experience in the preparation of GAAP statements and reporting.
- Considerable knowledge of principles, methods, and practices of accounting, auditing, tax and financial reporting.
- Requires working knowledge of Microsoft Excel and Word and MUNIS enterprise planning resource software.

Post-Offer Requirements:

- **This is an unclassified, salaried position. Successful applicant must accept the position as such.**
- Pre-employment drug screen.
- Criminal background check.
- Credential check.
- Proof of insurance for privately owned vehicle (POV).
- Occasional travel using POV.

Job Location and Conditions:

- Hours vary based on business needs.
- Requires occasional work at outside locations throughout the county as well as travel outside the county and some overnight travel.
- May be assigned to report at a different time and location and to perform different duties as necessary.
- May be required to work during emergency conditions.
- Duties are performed primarily in an office setting.
- Performs work safely in accordance with established policies.

Mental Abilities:

- Must have the ability to understand and follow oral and written instructions and to guide and/or give such instructions.
- Must have the ability to solve problems and make sound decisions independently in accordance with established policies and procedures or using logic and experience when necessary.

Verbal Abilities:

- Speaking/Talking: Must have the ability to communicate effectively with county, state, and federal officials; communicate with the general public; communicate with vendors, supervisors, and other employees.
- Presentation: Must have the ability to design, prepare and conduct formal briefings, presentations and/or training.

Physical Demands:
Strength: Must have the ability to lift 50lbs.
Climbing: Climbing steps and/or ladders may be required.
Standing, sitting, walking, running: Must have the ability to stand for extended periods, occasionally walk, and sit for extended periods. Must have the ability to walk on flat terrain and climb stairs. Running is not an essential function of this position.
Stooping, kneeling, crouching, and/or crawling: Must have the ability to bend forward or down from the middle of the waist or middle of the back, to bend downward, to bend at the knees and lower oneself to a crouching position, to lower oneself and/or move freely on hands and knees.
Reaching, handling, fingering and/or feeling: Must have the ability to frequently stretch out, extend, or put forth a body part; to touch or grasp something by extending or stretching; to touch, lift, hold or operate with hands.
Seeing: Must have the ability to perceive or comprehend by the sense of sight. Necessary characteristics include focus (distinctness or clarity).

Driving:
Position requires the ability to drive. Occasional travel is required and may require the use of incumbent's personally owned vehicle (POV). Proof of insurance for POV is also required.

Clinton County is an Equal Opportunity Employer