

JOB DESCRIPTION

City of Hillsboro

An Equal Opportunity Employer

Title: Deputy Auditor/Office Manager

Reports To: Auditor

Employment Status: Full-time

FLSA Status: Non-exempt

QUALIFICATIONS:

1. Degree in Accounting Technology or Equivalent Experience
2. Knowledge of Governmental Accounting
3. Experience in Tax Form Preparation and Payroll Reporting
4. Experience in Management of Day-to-Day Operations of an Office

GENERAL DESCRIPTION:

Under direction of the auditor, supervises the day-to-day operation of the Auditor's Office: primary coordinator of payroll/pension documentation and reporting: primary liaison with Bureau of Worker's Compensation: acts on behalf of the Auditor in his absence.

ESSENTIAL FUNCTIONS:

1. Prepares payroll documentation on the computer
2. Processes pensions enrollments and monthly reports: retirement and disability applications: calculates employer share of pensions.
3. Prepares forms for minor employees.
4. Maintain employee bonds.
5. Compile and maintain control of City vehicle titles.
6. Process unemployment claims and the City's insurance claims for damages.
7. Prepares various forms including but limited to W-2's, quarterly federal and state taxes, monthly school and city taxes, quarterly OBES employer's report of wages and supplemental report, monthly school and city taxes, monthly labor reports, bi-weekly payroll taxes and deductions reports, deferred compensations, union dues, calculation of vacation and personal leave.
8. Acts as primary liaison with Bureau of Worker's Compensation which includes annual payroll reports wage reports for claims, filing and tracking claims, PERRP 300 log reports.

9. Prepares monthly and weekly breakdowns of health, dental, life insurances and gas bills for payments, HAS contributions, and ACA annual report.
10. Enrolls and makes necessary changes on insurance policies for employees.
11. Prepares various departmental reports.
12. Assists the Auditor with monthly reconciliation of bank statements, annual reports, and tax budget.
13. Inspects and signs purchase orders on behalf of the Auditor in his absence.
14. Performs other duties office as needed.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties preformed.
2. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: City policies and procedures; department goals and objectives; bookkeeping; finance; safety practices and procedures; public relations; office practices and procedures; records management; accounting; City's contractual agreements with unions, City's payroll ordinance: basic accounting principles: supervisory techniques: IRS forms: banking procedures.

Skill in: computer operation: typing: calculator.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; develop and maintain effective working relationships collect, record, and receipt money: accurately count money: interpret City contractual agreements with unions and payroll ordinance.

EQUIPMENT OPERATED:

Computer, calculator, copier, printer, shredder, fax machine.

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee must negotiate, use, or work with or in the vicinity of:

1. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)

2. Air contaminants.
3. Hazardous chemicals.

GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE

The employee:

1. Has contact with potentially violent and emotionally distraught persons.

PERFORMANCE EVALUATION:

Per the City of Hillsboro's policy manual. In the absence of any article in the City's policy manual, per the discretion of the City Auditor.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Safety & Service Director, or Mayor.

Approved by the City Auditor

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee Signature

Date