

JOB DESCRIPTION

City of Hillsboro

An Equal Opportunity Employer

Title: Deputy Auditor II

Reports To: Auditor

Employment Status: Full-time

FSLA Status: Non-exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Training and/or experience in office practices and procedures.
3. Training and/or experience in bookkeeping and accounting.
4. Must have the ability to be bonded.

GENERAL DESCRIPTION:

Under direction of the office manager and/or auditor, acts as primary coordinator of vendor payment process; prepares bank deposits; office communication coordinator.

ESSENTIAL FUNCTIONS:

1. Retrieves requisitions from computer and enters onto purchase order control sheet; sends purchase order number to originating department.
2. Releases purchase orders, prints checks, processes check teardowns and mails payments to vendors; organizes vouchers with check copies; coordinates police/fire uniform allowances.
3. Prepares bank deposits.
4. Issues receipts for payments coming into the Auditor's office.
5. Prepares and enters information on printed forms.
6. Answers telephone and redirects calls to necessary personnel.

7. Acts as primary backup to invoice control.

8. Performs other office duties as needed.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops and/or seminars related to duties performed.

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; capital asset management.

Skill in: computer operation; typing; calculator.

Ability to: carry out detailed but basic written or oral instruction; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole number; 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, typewriter, 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 or 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 Auditor.

The 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.

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's Signature

Date