

Wells County, North Dakota

Wells County Courthouse
Office of Auditor
700 Railway ST N #37
Fessenden, ND 58438
(701) 547-3521

Job Description

Job Title: Auditor	Job Status: Full-Time
Department: Auditor	FLSA: Status: N/A (Elected)
Reports To: Electorate	Effective Date: October 2019

❖ Nature of Work:

As a duly elected official, is responsible for duties as County Auditor as outlined in North Dakota Century Code, Chapter 11–13, and provide complete, concise, accurate, and timely information and support services to the citizens of Wells County as requested, and to provide information and support services to elected officials and staff so that they may perform their identified duties and responsibilities.

❖ Essential Functions of Work:

- Perform all responsibilities of Auditor as outlined in North Dakota Century Code Chapters 11-13.
- Act as Commission Secretary of the Board of County Commissioners and keep an accurate record of the official proceedings of the board.
- As Chief Financial Officer of the County, keep complete and detailed records of all financial records of the County, and prepare the annual financial statement of the County.
- As Chief Election Officer for the County, perform all acts required of the auditor relative to the making out and delivering of notices of general and special elections, making abstracts of and canvassing votes cast at election, issue statements of election and forward the abstract of votes cast to the Secretary of State.
- Prepare the annual operating budget for the County, including calculation of tax levies, and prepare assessment list/abstract and tax abstract.
- Manage the Auditor's office, and hire, train, supervise, and evaluate the performance of Deputy Auditor.
- Processes employee payroll, including the preparation of payroll related reports, quarterly tax forms, W-2's and surveys.
- Administrates employee benefits programs.
- Prepares budget status reports and other documents as part of the budget development and monitoring process.
- Answers telephone or greet visitors directing them to the appropriate staff of information.
- Keep the community informed of the direction of the County by communicating with the media, community officials, and the general public.

- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Auditor, as required; such as maintaining inventory of fixed assets, reviewing and updating insurance coverage for county property, verifying daily cash sheets prepared by county treasurer, issuing beer and liquor licenses, and issuing bingo and raffle permits.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Auditor related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- Must be duly elected by the citizens of Wells County.
- Minimum of 5 years in management and supervisory roles would be beneficial but not required.
- Bachelor's Degree in Public or Business Administration or Accounting would be beneficial but not required.

❖ **Clarification Clause**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Auditor related positions. The job description does not constitute an employment contract or an employment agreement. The County reserves the right to modify job descriptions at any time.

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