

# Wells County, North Dakota

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

## Job Description

<b>Job Title: Deputy Auditor</b>	<b>Job Status: Full-Time</b>
<b>Department: Auditor</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports To: Auditor</b>	<b>Effective Date: October 2019</b>

### ❖ Nature of Work:

The Deputy Auditor assists the County Auditor in carrying out the statutory responsibilities, functions, and activities of the office of Auditor as outlined in North Dakota Century Code, Chapter 11-13. Work is performed under the general direction of the Auditor.

### ❖ Essential Functions of Work:

- Develops recurring and non-recurring internal and external financial and budget reports.
- Reviews, prepares, and signs accounts payable vouchers for payment.
- Assists Auditor with the election process and commissioner reporting.
- Answers telephone or greet visitors directing them to the appropriate staff of information.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Auditor, as required or assigned by the Auditor.

### ❖ 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 other employees, and members of the public.
- Substantial knowledge of the principles and practices of bookkeeping and accounting.
- Substantial knowledge of office procedures, practices, methods and equipment and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a high level of confidentiality in the handling of sensitive payroll information.
- Ability to perform light physical work and to carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination sufficient to operate a work computer and traditional office equipment; ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

### ❖ Desired Minimum Training and Experience :

- Two (2) years of vocational or college-level coursework in accounting.
- Two (2) years of Para-professional accounting experience.
- Bachelor's Degree in Accounting would be beneficial.

❖ **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 Deputy Auditor related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Auditor. Employee is expected to read and follow the Wells County Employee Policy Manual. 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.