

Ida County, Iowa

Job Description

Job Title: Auditor Clerk

Department: Auditor's Office

Prepared Date: 04/2025

Summary: This position is responsible for assisting the County Auditor and Deputy Auditor with their duties relating primarily to any and all aspects of the Auditor's Office

Experience: Working well with the public. Candidate should be able to communicate clearly, listen carefully and perform tasks correctly, with efficiency and accuracy. Candidate should be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments. Candidates should have experience and/or schooling which demonstrates the ability to perform the work. This includes:

High school diploma or general education degree (GED)

Accounting, accounts payable, experience preferred.

Proficient in computer software applications, including Microsoft Word and Excel

Payroll experience would be helpful, but not necessary.

Real Estate experience would be helpful, but not necessary.

Essential Duties and Responsibilities:

These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Must receive, review and understand the policies of the county as set forth in the Employee Handbook and agree to abide by those terms and conditions.
2. Meet, greet and serve the public with courtesy.
3. Ability to work under pressure and meet deadlines.
4. Ability to proficiently operate general office equipment, such as a computer (including Microsoft Word, Excel, and Outlook), calculator, copy machine, postage machine and telephone.
5. Perform a variety of clerical duties, including typing and filing.
6. Prepare and process accounts payable, payroll checks, electronic transfers, and ACH payments.
7. Process stop payments, voids and other related functions/inquiries concerning payments
8. Maintains various reports and spreadsheets.
9. Assists or Preform various Payroll Duties.
10. Assists with budget duties and financial reporting as necessary.
11. Assists with maintaining fixed asset inventory, including depreciation and reporting.
12. Qualifies and serves as a Passport Acceptance Agent and a Notary Public.
13. Assists with elections, including learning various election equipment and software operations.
14. Able to communicate well with the public and other departments and staff with regards to financial records, reports and transactions.
15. Perform real estate transfers.

Work Environment: The work environment and the physical demand characteristics described here are representative of those an employee encounters while performing the

essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The position is in an indoor office setting and requires frequent use of office equipment such as computers, copiers, telephones and photography equipment.
2. Position requires frequent use of fingers, hands, and close vision.
3. Position requires substantial interaction/communication with other employees as well as the general public, vendors and department affiliates.
4. Position may have you lifting boxes of paper weighing up to twenty (20) pounds and occasionally lift items weighing up to fifty (50) pounds with assistance.
5. Position, when helping with election responsibilities, may require occasional weekend, early morning, and late night work hours.

Salary-This position is considered a full-time, non-exempt position, paid a competitive salary plus standard county benefits.

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Accepted Position

Ida County is an Equal Opportunity Employer