

## TAMA COUNTY JOB DESCRIPTION

<b>Name:</b>	<i>Vacancy</i>	<b>Department:</b>	Auditor
<b>Title:</b>	Election Administrator/Accts Payable	<b>FSLA:</b>	Non-Exempt
<b>Date:</b>	July 1, 2024	<b>Reports To:</b>	Auditor

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### **PURPOSE OF POSITION**

This person will be in charge of voter registration and election procedures along with accounts payable. This position also requires working 1-2 Saturdays a year during general election years. They will also perform general receptionist duties including providing secretarial and related office services to assist other personnel in the County Auditor's Office and Board of Supervisors. General accounting work relating to the monitoring expense claims, data entry, record keeping, reconciliation of accounts and reporting of diversified fiscal information such as expenditures, revenue and related financial data maintained in the Auditor's Office. Uses conventional office equipment, including telephone, fax, calculators and computers for processing data and to type letters and forms; process claims for payment; process payroll data; assist with real estate and valuation inquiries, provides secretarial and related office services to assist other personnel in the County Auditor's Office and Board of Supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

This person will be in charge of voter registration and election procedures. Read and interpret election laws in preparing for elections. Compile and maintain a computerized list of registered voters and voter registration paper forms. Prepare for elections by creating, ordering and proofing ballots. Prepare ballot envelopes and voting records for mailing absentee ballots; instruct absentee voters as needed for casting a secret ballot; receive and record absentee ballots; account for absentee ballots mailed, voted, and received. Reserve polling places and workers for all elections. Oversee voting tabulation equipment, training recording and reporting. In charge of election worker training, correspondence, instructional aids and supplies. Lead in the election night duties including ballot receiving, accounting, counting, and final reports.

Accounts payable functions which include receiving, coding, and verifying all claims payable from County departments; verify invoices for proper pricing, vendor addresses, and expenditure account numbers; enter the amount claimed by vendors or for employees' reimbursements, and other accounts payable information; audit approved claims for correct amounts and proper accounting period; assist in sending out checks, prepare publication list of claims, and other accounting reports as directed. Assist Auditor in preparing annual reports for budgeting and financial reporting.

Answering telephone as office receptionist including taking messages for the Auditor, Board members, and other County personnel; provides general information regarding accounts payable information, elections, voter registration, employment information, office locations, scheduled public meetings and related office information.

Assist payroll office staff when needed. Help code and verify payroll data from the County departments and employees; verify deductions and net pay; prepare federal/state withholding deposits and prepare required deductions and quarterly reports according to established time frames.

Assist in preparing monthly reports including cash drawer and others as assigned. Prepare various billing statements for fees charged to other governments, business and individuals.

Assist in other office functions, as required, such as receiving and receipt of money for fees charged and materials sold, preparing deposits of cash and checks for the office checking account, balances the office cash drawer, issuing approved licenses and permits, preparing and distributing mail, filing documents and letters, organize and maintains a filing system for office records; maintain security of cash drawer, postage, voter records, confidential files, keys, and other office records.

Assist, when needed, in maintaining property tax records such as address changes, plat maps and transfer books, property tax levies, complete property valuation reports, report to the State of Iowa for property tax exemptions. Be able to help members of the public and county employees with looking up real estate records and information.

Assist in work assignments with other employees; instructs and cross trains other employees and volunteers.

Ability to travel by automobile to training meetings in the State of Iowa.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from high school or GED equivalency supplemented by three (3) years of experience involving data entry/ computer operation, general accounting, payroll and/or claims processing (accounts payable) and related accounting work. Completion of a two (2) year business or accounting degree can be substituted for experience.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Requires constant eye contact. Involves use of fingers, hands, arms, feet and legs to carry and manipulate office materials, office equipment, telephones and computers; ability to move head up and down, left and right for using phone, office equipment, and entering financial and related data into the computer using a keyboard. Must be able to see objects at the depth of 20 inches or less. Job involves reaching (horizontal and vertical) to obtain various books, printouts and file boxes, computer paper, etc., as well as lifting and carrying such paper and boxes including ballot boxes with ballots (approximately 30 lbs).

### **Cognitive Demands**

Capacity to copy, post, and file data; to proofread words and numbers for accuracy; to calculate numbers rapidly and accurately either by hand or keyboard; to gather, compare, and prepare important information regarding data, people and things; to distinguish the readily observable characteristics of data and things; to apply basic accounting principles and practices in the review, processing, and payment of bills, records and balancing accounts. Considerable knowledge of the English language to include grammar, sentence structure, spelling, punctuation, and pronunciation; knowledge of basic office practices, business forms and format, the maintenance of complex records and the use of guides and reference materials; knowledge of business arithmetic: addition, subtraction,

**MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS (Continued)**

multiplication, division, including fractions and percentages; knowledge of basic public relations techniques; ability to establish and maintain effective working relationships with others and to deal tactfully with the public; ability to perform complex clerical tasks and make decisions requiring interpretation and judgment; ability to plan and organize work flow; ability to follow oral and written instructions accurately and efficiently. Well organized, memory for details, and ability to work independently.

**Language, Ability & Interpersonal Communication**

Ability to hear and speak the English language clearly and distinctly, whether in person or by telephone, is required. Knowledge of the Spanish language would be helpful. Apply principles of general and governmental accounting in classifying expenditures and revenue, balancing accounts and preparing required federal, state and county reports. Requires basic human relations skills in dealing with the public and County Officials; requires cooperation and team work with co-workers and county officials in carrying out prescribed duties in the office and between departments.

**Environmental Adaptability**

Work is performed in a modern office environment. Training meetings may be held during each calendar month at various cities in the State of Iowa. Headaches, eye strain, carpal tunnel, tennis elbow and related occupational hazards associated with paperwork, office machines, and accounting-oriented work would reflect the most common injury. Normally not exposed to occupational hazards which would cause bodily injury. Tama County complies with the federal Right To Know Law to identify substances and chemicals used in or near the workplace.