



## **AUDITOR – TREASURER’S OFFICE**

101 Main Avenue North

P.O. Box 616

Thief River Falls, MN 56701

(218) 683-7000

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## **ACCOUNTING/PAYROLL MANAGER**

**\$24.50 – \$31.43**

Pennington County is seeking candidates for a Full-Time Accounting/Payroll Manager. Major responsibilities include account receivables and payables, financial reporting and reconciliation, budgets, bi-weekly processing of payroll, payroll expenses, and employee benefits. This position will also assist with administering elections, passport applications, collection of property taxes, and general assistance to the public.

Minimum qualifications include a bachelor’s degree in Accounting, Finance, Business, or a related field and 1+ years of related experience; or equivalent education and experience to successfully perform the duties of the position. The successful applicant will also be organized, able to multi-task, prioritize workload, and communicate well with both employees and the public. IT knowledge and troubleshooting experience is preferred.

Pennington County offers an excellent wage and benefits package including health insurance, life insurance, vacation and sick leave, 11 paid holidays, and a retirement pension.

Applications and a complete job description are available in the Pennington County Auditor-Treasurer’s Office, 101 Main Ave N, Thief River Falls, MN 56701 or at: <http://co.pennington.mn.us>.

Application deadline: February 10<sup>th</sup>, 2023, 4:30 p.m.

***PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***

## POSITION DESCRIPTION PENNINGTON COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Deputy Auditor-Accounting/Payroll Mgr.	<b>Department:</b> Auditor-Treasurer
<b>Immediate Supervisor's Position Title:</b> County Auditor-Treasurer	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b>  Under the direction of the County Auditor-Treasurer, the Accounting/Payroll Manager is primarily responsible for central account receivables and payables, financial reporting and reconciliation, budgets, processing of the County payroll and related expenses, maintenance of employee benefits, and serving as the primary liaison between the County and its employees concerning financial and payroll issues. This position is also responsible for assisting the County Auditor-Treasurer in all functions and activities of the Office involving taxation, election administration, issuance of passports and licenses (game/fish, auctioneer, etc.), and general assistance to the public.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and processes the bi-weekly payroll for all County employees, including such representative tasks as:
- Compiling and entering work hours into the system, calculate pay, monitor all deductions, withholdings, benefits, and paid time off.
- Implements and updates employee benefit and payroll changes (e.g. deductions, benefit changes, employee information, pay rates, and payroll information).
- Processes and generates the County payroll.
- Answers questions of employees, departments and public concerning all payroll and benefit provisions or issues.
- Prepares bi-weekly payroll reports for all departments.
- Prepares all required payroll reports required of State or Federal agencies.
  
- Prepares and issues Auditor warrants for all payroll expenses; processes payroll transfers to PERA, IRS, MN Dept. of Revenue.
  
- Monitors, interprets, and maintains all employee insurances and/or related benefits (e.g. health, life, disability, dental, etc.). Troubleshoots insurance issues or problems between the County, employees, or insurance providers concerning enrollment, claims, billings, processing, or individual employee questions.
  
- Implements the financial accounting system, policies, and procedures of the County.
  
- Monitors and maintains the County's financial system and program including accounts receivable, accounts payable, making journal entries, generating and preparing financial statements, and budgets.
- Reconciles Auditor and Treasurer reports. Enters data and verifies information and runs registers
- Provides assistance, documents, and data required for the annual audit report.
- Audits and reviews all Auditor and Commissioner warrants per County Board approval of contracts, Board resolutions, payroll deductions, abatements, etc.
  
- Posts, balances, and records all delinquent taxes. Calculates and distributes tax settlements.

- Assists the County Auditor-Treasurer in the implementation of election functions in the office, to include fielding questions of the public, assembly and distribution of election materials; process absentee/mail ballots and voter registrations; compile and report election results and related abstracts to the Secretary of State.
- Maintains the AS400 operating system and programs; collaborates and reviews computer projects with departments and officials; monitors and administers the IT budget; assists with daily computer operations and troubleshooting.
- Documents, calculates and reports sales & use tax; prepares 1099's for all vendors.
- Provides general customer service and assistance to the public and or employees regarding the County Auditor-Treasurer's Office; answers questions of the public regarding taxes, County policies, game/fish licenses, etc.
- Performs other duties of a comparable level or type, as required.
- Keeps abreast of changing rules, statutes or state guidelines pertaining to functions and areas of responsibility.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
	0
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total: 0</b>

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>			<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		Bachelor's Degree	
	High school diploma or GED.		<b>Major field of study or degree emphasis:</b>	
	1-year college		Public Administration, Finance, Business, Accounting, or related area.	
	3 years college	x	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
	2nd year graduate level		<ul style="list-style-type: none"> <li>• Fundamentals of governmental accounting procedures, standards and practices.</li> <li>• General knowledge of laws, rules, statutes and regulation pertaining to payroll, tax reporting, benefits administration, elections, and other office responsibilities.</li> <li>• Knowledge of general business equipment, software and accounting packages used within the department.</li> <li>• Fundamentals of human resource practices, procedures and processes.</li> <li>• Knowledge of employee relations, practices and laws, rules and regulations pertaining to HR and employee relations.</li> <li>• Knowledge of insurance principles and practices, billing and claims processing, and broker relations.</li> <li>• Fundamentals of safety practices and procedures.</li> </ul>	
	Doctoral Degree			

**Required Work Experience in Addition to Formal Education/Training:**  
Requires a minimum of 1-year related payroll and human resources experience; OR equivalent education and experience to successfully perform the duties of the position.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Requires a valid driver's in the State of MN. After hire may be required to gain additional certification in safety topics/issues; election training; or other licenses or certifications that may be required by the State of MN or County.
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<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Duties of the job are primarily accounting and administrative support in nature performed in a typical County office. While the incumbent may be subject occasionally to irate or angry citizens making the job less than desirable, the physical and environmental hazards and risks associated with the job can be characterized as minimal.
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**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK**

**Skilled in:**

- Oral and written communications.
- Establishing and maintaining effective working relationships with employees, other departments, other governmental agencies and the general public.
- Learning, understanding and applying statutes, regulations and guidelines pertaining to departmental activities, functions, and job responsibilities.
- Performing job assignments requiring considerable attention to detail, accuracy and precision.
- Performing duties requiring customer service orientation, public relation skills, and attention to office etiquette.
- Implementing, performing and maintaining county wide accounting and financial recordkeeping (e.g. payroll, benefits, fixed assets, etc.) for the County in accordance with departmental processes and procedures.
- Preparing and generating payroll reports and summaries required by federal, state or local officials.
- Operating, using and applying accounting software, applications or specialized programs used within the Auditor's office.
- Preparing and presenting numerical and narrative reports, abstracts, or other documents.
- Performing assignment under minimal supervision.
- Time management skills.
- Planning, leading and coordinating the activities of various County committees.
- Presentational and speaking skills.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X	X		
Talk or hear			X	
Taste or smell	X			



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

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**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

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**Department Head's Signature**
**Date**

**Classification History:**  
Prepared by Pennington County 08/2020

