

**Sioux County**  
**Employer's Job Description**  
(Revised 2016)

**Name:** \_\_\_\_\_ **Department:** Auditor's Office  
**Position Title:** Budget/Accounting Clerk **Pay Grade:** \_\_\_\_\_  
**Status:** Non-Exempt **Reports To:** County Auditor

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### **Purpose of Position**

The primary purpose of this position is to serve as the Budget/Accounting Clerk for Sioux County; responsible for County budgets, claims processing, State reporting, fulfilling report requests, and numerous other duties as assigned.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive or a specific list; other duties may be required and assigned by the County Auditor:**

- Assist Auditor to prepare County budget by working closely with Department Heads and BOS.
- Create new fiscal year in financial system, create budget exports for Department Heads, and import Departmental budgets into financial system.
- Implement amendments to the County budget when necessary.
- Follow Iowa Code to complete processes and procedures properly and within prescribed deadlines.
- Oversee all city, school, miscellaneous, and township budgets filed with the Auditor's Office.
- Prepare all operating transfers in a timely fashion.
- Process County claims twice per month, which includes creating and distributing reports, mailing claims, scanning invoices, and filing pertinent paperwork.
- Process month end, which includes verifying funds are in balance and creating and distributing reports.
- Track expenditures made to agencies that requested funds from County BOS.
- Prepare and mail budget and annual financial reports, to be completed by Township Clerks.
- Complete year end processing and reporting on County financial system.
- Assist Auditor to prepare the annual "Cash" report, which includes running reports, completing the report on the Iowa DOM website, balancing funds from State report to the County's financial system, and publishing the report in three official newspapers of the County, by December 1.
- Assist Auditor to prepare the annual "GAAP" report after the 3<sup>rd</sup> party audit firm completes their audit, and the adjusting journal entries have been posted. This includes completing the forms on the Iowa DOM website, balancing funds from the State report to the County's financial system, and publishing the report in the three official newspapers of the County, by December 1.
- Work closely with 3<sup>rd</sup> party audit firm and all County departments to gather information for the pre-audit in July as well as the full audit in October. This includes running reports, processing accruals, and uploading all pertinent documents to the audit firm's web portal.
- Track fixed assets by running and reviewing reports, copying invoices, entering new assets, and disposing of assets. This also includes working closely with other departments to get the proper documentation.
- Request W9 information from new vendors doing business with the County.
- Receive MMP's for County.
- Attend conferences or training pertaining to the position.
- Serve as a backup for the Payroll Clerk.
- Serve as a backup to the Accounting Clerk by entering claims.
- Assist the Election Administrator with absentee voting and elections.
- Answer phones, process mail, run reports as requested, and any other miscellaneous duties as assigned by County Auditor.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

### **Education / Experience**

High school diploma or equivalent with further training in business administration, accounting, or other office related field of study. Possess and maintain certification as a Notary Public. Possess and maintain valid driver's license. Must have good communication skills and the ability to organize and analyze statistical, financial, and factual data.

### **Abilities and Requirements to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively with Department personnel, and supervisors and the public.

#### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning and apply rational judgment in performing diversified office projects.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject without direct supervision.

#### **Physical Requirements**

- Limited physical exertion; must be able to sit or stand for long periods, lifting and carrying heavy boxes, office supplies, etc.

#### **Environmental Conditions**

- Ability to work in an office environment, with occasional work outside under adverse and uncomfortable conditions where exposure to environmental factors such as temperature variations.

#### **Travel Requirements**

- Ability to travel outside of the county to attend training or meetings. May require overnight stays.

#### **Compliance**

Compliance with the employee handbook, county policies, department work rules, and supervisor directives, are required.

Sioux 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. Please refer to the employee handbook and union contract for additional information.

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