

BUTLER COUNTY – EOE/AA

Job Description

Finance Clerk

Job Title: Finance Clerk

Department: County Auditor

Title: Finance Clerk

Salary Level: 60-85% of County Auditor

FLSA Status: Non-Exempt

PURPOSE OF POSITION

Performs account/document verification and reporting in vendor claims for payment, payroll and cash ledger balancing; prepares various reports necessary in tracking revenues and expenditures; handles documentation and questions regarding employee benefits; assures all employment law is followed; provides assistance to the public as needed; participates in various operational and support tasks carried out in the Auditor's office, including elections tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Receives, audits, codes and verifies hours and payroll data from County departments; verifies deductions and net pay; maintains employee payroll records including leave records, salaries, payroll deductions, tax forms, etc.; prepares federal/state withholding deposits and prepares required deductions and quarterly reports according to established time frames; prepares and distributes payroll checks.
- Prepares 1099 forms and W2's.
- Continually keeps informed of rules and regulations pertaining to Health Insurance Portability and Accountability Act; Fair Labor Standards Act; Family Medical Leave Act; and Iowa Public Employee's Retirement System.
- Maintains records and information on employee benefits. Deals with various product providers and answers employee questions.
- Receives and prepares all claims for payment for approval by the Board of Supervisors.
- Works closely with department heads and vendors regarding questions on claims process.
- Prepares budget worksheets for Department Heads. Verifies totals and enters budget information into financial program software.
- Assists in other departmental functions as required such as processing voter absentee ballot requests, preparing and distributing mail, filing, assisting the public with real estate questions, and answering the telephone.

QUALIFICATIONS:

- High School Diploma or equivalent required.
- Associate's degree (A.A.) or higher in Business, Finance, Accounting or related field is preferred, considerable (3-5 years) job-related budget, finance, accounting and reporting experience, or an equivalent combination of education and experience.
- Job-related experience in a governmental environment is preferred.
- Must possess an understanding of Accounting Principles.

- Ability to maintain compliance with applicable state and federal laws.
- Ability to maintain the highest level of confidentiality.
- Ability to have a flexible work schedule and work extended hours during elections.
- Must maintain a high level of accuracy and attention to detail.
- Must possess a valid Iowa Driver's License and be insurable under the County's guidelines.
- Excellent written and verbal communication skills are required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Position is in an indoor office setting requiring knowledge of modern office practices, procedures and equipment such as copiers, scanners, fax machines, telephones, and computers (including high level of proficiency with Microsoft Office Suite programs).
- Must be able to lift/move up to 50 lbs. to transfer files and/or voting equipment.
- Ability to travel out-of-town for training and meetings.
- Position requires substantial interaction/communication with other employees, elected officials, vendors, outside agencies, and the general public.
- Exposure to high stress situations are common.

Employee's Signature

Dept Head/Elected Official Signature

Date: _____

Butler 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 prospective employees and position incumbents to discuss potential accommodations with the Employer.