

Position: Accounts Payable, Drainage, Election Clerk
Department: Emmet Auditor's Office
Report To: Emmet County Auditor

General Job Summary:

This is a full-time position under the direction of the Emmet County Auditor. Primary responsibilities include:
Process claims through accounts payable module and drainage transactions for Emmet County.

% of TIME	Essential Duties/Responsibilities
1.) Constant (67-100%)	1.) Performs normal functions of the accounts payable process. 2.) Processes invoices for payments for all funds of the county and verifies accuracy. 3.) Track all Emmet County drainage districts meeting minutes, expenses, reclassifications 4.) Files accounts payable claim sheets and reports.
2.) Frequent (34-66%)	1.) Maintains drainage records and prepare annual drainage assessments. 2.) Track and prepare joint drainage district accounts payable, coordinating with other counties. 3.) Assist with election process.
3.) Occasional (10-33%)	1.) Maintain Manure Management Plans; digital and paper. 2.) Iowa Notary Public. 3.) Answers telephones and directs calls. 4.) Annually maintain and prepare 1099s. Report to IRS FIRE site by January 31. 5.) Fills in for other personnel during breaks, vacations or illnesses. 6.) Annually process Family Farm, Agland, Homestead Credits. 7.) Annually process Military and Disabled Veteran Exemptions.

ELECTION FUNCTIONS:

- 1.) Ability to acquire State Election Administrators Certification (SEAT). Level 1 and 2.
- 2.) Attend required continuing education and cybersecurity trainings to maintain SEAT.
- 3.) Update Unisyn election equipment.
- 4.) Test voting equipment prior to upcoming election.
- 5.) Send election results to media, political parties.

Knowledge, Skills and Abilities:

- 1.) Ability to access, input and retrieve information from computer for word processing, database information, spreadsheets and network. In office software includes Microsoft Office 365, Tyler Eden and Incode.
- 2.) Necessary accounting skills to ensure accuracy.
- 2.) Represent Emmet County in positive manner to employees, visitors and the general public.
- 3.) Must be enthusiastic and energetic in performance of assigned duties and responsibilities.
- 4.) Thorough knowledge of office procedures, telephone techniques and office equipment, as well as, correct English usage, grammar, punctuation and arithmetic.
- 5.) Ability to read and understand written and oral instructions or communication.

- 6.) Ability to efficiently perform tasks in an environment with frequent interruptions.
- 7.) Ability to assume responsibility, deal effectively with problems, exercise good judgment when making decisions.

TRAINING AND EXPERIENCE:

- 1.) Graduation from high school. Associate's Degree or higher preferred.
- 2.) Three years accounting experience including 1 year experience accounts payable
- 3.) And/Or any equivalent combination of education, training and experience that will have provided the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS:

High school diploma. A combination of accounting/administrative assistant experience and/or post-secondary training in an appropriate area equivalent to three years or an appropriate Associate's degree preferred. Microsoft Office 365. Must be detail oriented.

SPECIAL DEMANDS:

Sedentary to light work. Position involves sitting most of the time; exerting up to 20 pounds of force occasionally (10-33%). Stooping, kneeling, crouching, pushing, pulling and carrying occasionally (10-33%). Walking, lifting, grasping and repetitive motion frequently (34-66%). Talking, hearing and viewing various types of close visual work constantly (67-100%). May be required to travel utilizing personal vehicle. Must have valid driver's license, good driving record and provide proof of insurance.

Employment with Emmet County is dependent upon successful passage of criminal background check, and pre-employment physical.

The statements contained herein reflect general details as necessary to describe the essential functions, job duties/responsibilities and performance expectations of the job, which should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned.

Salary: Wage matrix starting wage \$18.85 per hour, 37.5 hours weekly, Monday-Friday 8:00-4:30, some nights during election cycle and Saturday hours required during general election time (every other year) .

BENEFITS:

Paid vacation, holidays and sick leave, single health insurance at no charge. Family health insurance available, employee life insurance and IPERS. Elective benefits available include dental, Aflac, long term disability.

APPLICATION PROCESS:

Position open until filled. Review of applications will begin November 13, 2023. Request an application packet: Emmet County Auditor's Office, 609 1st Avenue North, Estherville IA 51334
Phone: 712.362.4261

E-mail: hgoebel@emmetcountyyia.gov

Equal Employment Opportunity/Affirmative Action Employer