

# CLINTON COUNTY JOB POSTING

(April 4, 2014)

- **Budget Director** (Clinton County Auditor's Office)
- **Salary Range:** \$50,000/yr- \$58,000/yr

## JOB SUMMARY

This position is responsible for preparing the County budget, valuation reports, various financial reports (annual and monthly), preparing the Auditor's portion of the County tax billing, process the County's levy preparation, assists with real estate duties and other duties as assigned.

Budget administration in Clinton County is just one of the many important duties assigned to the Clinton County Auditor's Office. Successful and professional administration of the budget is vital in the Auditor's Office.

The position works under the supervision of the County Auditor. The position is responsible for accurate maintenance and administration of County budget with respect to the desires of the Clinton County Board of Supervisors and provisions set forth by the Code of Iowa.

Duties associated with this position include accurate data entry, effective communication with the public, accurate filing, document creation, following instructions, assist with other office duties which could include, but are not limited to, drainage districts, elections, etc.

This position requires an associate's degree in business and/or at least five years experience in County finance or related field. Qualified applicants should also be proficient with Microsoft Office Excel, Word and Outlook and should be proficient with various financial programs. Qualified applicants must be detailed oriented and be able to manage strict deadlines.

To be successful at this position, one should be able to follow basic instructions, be a competent keyboard operator, be able to effectively communicate with the public and associates, be able to prioritize duties, be able to complete tasks with efficiency and accuracy to meet deadlines and be able to work long hours as may be required.

This position will require travel for training. An applicant for this position must be able to travel for up to five days at a time.

## DUTIES

Budget Director in the Auditor's Office is responsible for successful administration of the Clinton County budget under the supervision of the County Auditor. A successful Budget Director will be expected to:

- Process all proposed department budgets into the County budget for presentation to the Board of Supervisors

- Compile the Board's approved budget into the appropriate state forms and prepare publications and public hearings related to the annual budget process
- Distribute approved budgets to all departments
- Enter budgets on State of Iowa site for various taxing entities including the County, townships and a sanitary district
- Certify the city (14 entities) and school (six entities) budgets through the State of Iowa web site
- Prepare and publish County budget amendments as needed and file the budget amendments with the state following a public hearing and board approval
- Prepare the County valuation report for certification and file with the State of Iowa
- Distribute valuation reports to all taxing entities within the County – cities, schools, area community colleges, assessor's office, agricultural extension – in addition to other select counties
- Prepare the tax billing and set tax levies based on various submitted budgets from the County and other entities
- Prepare special reports as needed for TIF projects
- Certify the tax abstract to the County Treasurer
- Create new TIF districts as required
- Prepare monthly budget reports for each department fund
- Prepare annual budget report
- Prepare annual fiscal year reports on cash basis and modified accrual basis
- Prepare all requested reports for the annual audit
- Prepare the annual valuation report
- Update Auditor's plat books as needed
- Assist customers with various real estate-related searches
- Answer incoming telephone calls – answer questions, transfer calls, etc.
- Assist customers in the office

### **QUALIFICATIONS**

To qualify for Budget Director in the Auditor's Office you must have an associate's degree in business and/or at least five years experience in County finance or related field. Qualified applicants should also be proficient with Microsoft Office Excel, Word and Outlook and should be proficient with various financial programs.

The Budget Director must be able to travel for training. Some training sessions could be up to a week out of town.

### **HOW TO APPLY**

Qualified applicants may submit a Clinton County Job Application and resume to the Clinton County Auditor's Office. A full job description is available upon request.

**Applications and resumes will be accepted through the end of the day April 23, 2014.**

Qualified applicants will be scheduled for an interview.