

## **OFFICE OF THE CLERMONT COUNTY AUDITOR**

**Title of Position: Deputy Auditor**

**Title of Immediate Supervisor(s): Auditor**

**Normal Working Hours: 8:00 a.m. to 4:30 p.m.**

### **Job Description and Worker Characteristics:**

A degreed individual with a sound background in governmental compliance, internal controls, governmental accounting, and governmental reporting with experience in Generally Accepted Accounting Principles and Governmental Accounting and Financial Reporting Standards. The position requires organizational ability with attention to detail and complete and overall knowledge of the payroll and accounting areas.

The individual will play a major role in the production of the Comprehensive Annual Financial Report (CAFR) and in the preparation of financial statements for component units of the County. The individual will be asked to perform analysis and research as it relates to governmental accounting and compliance issues for present and future projects. The individual must have knowledge and background in the governmental audit process and the federal audit requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in Title 2 US. Code of Federal Regulations Part 200. The individual will be responsible for the documentation and coordination of the County's federal programs as it relates to reporting and compliance issues of a Federal Single Audit.

The individual will monitor the accounting and payroll policies and procedures for compliance with the Ohio Revised Code, Generally Accepted Accounting Principles (GAAP), and other authoritative literature, as well as compliance with citations and management recommendations set forth in the annual audit report.

The individual requires a thorough knowledge of standardized bookkeeping and accounting procedures, the functions and responsibilities of the accounting area and related computer system functions, and must work closely with other offices and departments.

The individual assists in all other duties as may be required or assigned. Requires knowledge of general office practices and procedures. Employee must exhibit evidence of the major worker characteristics noted above.

Compensation is negotiable based on experience.

Please apply at <https://clermontauditor.munisselfservice.com/employmentopportunities/default.aspx>