

Job Opening – Deputy Auditor, Montgomery County Auditor’s Office

Non-Exempt Position

Series 3, Grade 4.4

Updated December 2021

Post: April 8 – April 22, 2022

General Description

The duties of this position contribute to various functions of the Montgomery County Auditor, which are quite diverse.

Deputy Auditor Functions

Duties may include any combination of the following:

- Transfer property via deed, land contract, court order and affidavits.
- Aid the public with property searches.
- Update and maintain tax addresses in both the computer and paper records.
- Create new parcel numbers when necessary.
- Apply property tax deductions to parcels as prescribed by State statute, auditing and removing them as necessary with proper documentation.
- Evaluate properties certified for Tax Sale to ensure the validity of their possible sale.
- Assist with the entire Tax Sale process
- Assist with maintaining accurate records of individual legal drain account and fund balances.
- Organize drain reconstruction records as provided by Surveyor, conveying them to the proper vendor and Treasurer in a timely manner for collections.
- Assist with maintaining records of drain reconstruction loans and their outstanding balances.
- Maintain drainage maintenance duplicate in property tax software.
- Maintain drainage reconstruction records in property tax software.
- Provide reports to Drainage Board and Surveyor’s office regarding drain fund balance and usage.
- Various financial data entry and reporting.
- Assistance with the public: in person, via telephone or email.
- Check Deeds for correct information such as Owners, Legal Descriptions, addresses and signatures.
- Enter parcel splits and combines into both the property tax software and GIS Map.
- Check plat information and assure it has been surveyed correctly and can be drawn on the County’s map. This includes but is not limited to making sure the lots are the correct size, roads through the subdivisions are named correctly, utility easements and right of ways are correct.

- Assure that the information in the tax rolls is entered correctly, such as the owner name(s), parcel and tax billing addresses, legal description of the parcel, taxing district, drainage assessments, etc.
- Provide research data for and process the vacating of parcels or other ordinances as well as research information to determine if alleys and streets through neighborhoods are abandoned or vacated.
- Process and research annexations, providing reports to various parties involved, as needed, and updating both the GIS map and property tax software with the data.
- Receive and process information and deeds acquired from Highway Department for road right of ways and draw that information the County's GIS map.
- Process surveys and add that information to the County's GIS map.
- Provide and process Bill Code reports for Treasurer's Office.
- Assist internal and external customers with various information or clarification requests on parcel legal descriptions.
- Payroll Duties and Processing.
- Processing election workers', surplus tax and jury payment checks.
- Effectively and proactively notifying employees of any changes to policy, benefits or payroll.
- Maintain accurate records of each employee's status, employment records, payroll, elective and non-elective withholdings in the payroll software and ERPS spreadsheet.
- Provide ad hoc reports to all federal, state and local agencies as requested.
- Maintain accurate employee lists in Auditor's office, with INPRS, insurance companies and courts.
- Administer garnishments and child support payments from county employees.
- Administer H.S.A.'s, depositing to them accurately after open enrollment deadline.
- Pay bills to all insurance and fringe benefit entities.
- Send income tax reports to State and Federal agencies with appropriate payments.
- Balance, complete, submit and distribute to all necessary parties all required Indiana Department of Revenue and Internal Revenue reports and data.
- Responsible for the daily activities of accounts payable disbursements.
- Prepare and analyze a variety of daily, periodic, annual, and special reports regarding payable functions.
- Maintain computer data base on real estate parcels.
- Assist as needed with Council Meetings; recording and documenting the meeting minutes and proper distribution and maintenance thereof.
- Calculating Tax Sale/Commissioner Sale redemption amounts as needed.
- Promptly notify the appropriate person(s) in writing of any problems processing claims.
- Maintain W-9's for appropriate vendors.
- Distribute 1099's and the reports associated with them.
- Update and Maintain the County vehicle titles and index
- Update and maintain County inventory listing
- Assist with Capital Asset audits, depreciation calculations and reports.

- Quietus into the proper funds all reports of collection.
- Quietus into the proper funds all ACH/EFT's received.
- Notify corresponding department heads of funds received (quietus).
- Maintain accurate paper and electronic records of all ROC and EFT records.
- Attend various Board Meetings as fiscal representative, as needed.
- Process corrections of error in tax computations and refunds of tax to taxpayers.
- Responsible for the daily activities of accounts receivable and accounts payable including receipts and disbursements.
- Prepare and analyze a variety of daily, periodic, annual and special reports regarding payable and receivable functions.
- Work with vendors/customers/staff to continually upgrade processes and software.
- Audit records submitted for compliance with local and state requirements and codes.
- Accurately report any issues to appropriate member of staff or vendor in a timely manner.
- Initiate and follow through with new accounts, drains, reconstructions.
- Understand local, regional and statewide resources and utilize them accurately.
- Comply with all applicable statutes regarding accounting, drains, deductions, record retention, public information requests and property transfers.
- General office-related tasks: answering phone calls, faxes, emails, filing, organizing and housekeeping.
- Perform duties as Commissioner and Council secretary, such as keeping and publishing minutes, properly advertising meetings and hearings, and reporting.
- Other duties as assigned by the Auditor.

Candidates must be:

- Proficient in the use of Microsoft Outlook, Word and Excel with the ability to easily master other numerous software programs.
- In good fiscal standing with the County.
- Customer-service driven with strong verbal and written communication skills.
- A self-starter with established follow up and follow through methods despite distractions.
- Able to quickly and efficiently solve mathematical, and customer service problems.
- Physically capable of lifting at 40 pounds overhead and/or ascend/descend ladder with such – the position sometimes requires bending, lifting, pushing or pulling heavy objects.
- Available to work some weekend or evening hours (rare).
- Available for occasional overnight travel.
- Capable of accepting constructive criticism.
- Honest and accurate.
- Willing to perform other deputies' roles as needed to ensure proper function of the Auditor's Office.
- Capable of quickly assimilating new or alternate instructions into daily procedures.

- Able to pass a background check and drug screening.

Education Required:

- High school diploma or equivalent.
- Proficient in Microsoft Office software products.

Submit Resume and Cover Letter:

Please do not respond in person.

Resume and cover letter are **due no later than NOON on April 22, 2022.**

Send Resume and Cover Letter to:

EMAIL: auditor@montgomerycounty.in.gov

OR

MAIL:

Montgomery County Auditor
1580 Constitution Row, Ste A
Crawfordsville, IN 47933