LAKE OF THE WOODS COUNTY
POSITION DESCRIPTION

DATE: March 2023

JOB TITLE: **Deputy Accountant**

DEPARTMENT: Public Works

JOB GRADE: 11 (Effective 2023)

FLSA: Non-Exempt (Union)

REPORTS TO: Office Manager

SUPERVISES: N/A

GENERAL DUTIES:

Under the direction of the Office Manager/Accountant, the incumbent performs general accounting, office and secretarial duties. The Deputy Accountant provides guidance and technical assistance regarding operating procedures, departmental and county policies and procedures, and State and Federal regulations pertaining to staff, public and governmental agencies.

MINIMUM QUALIFICATIONS:

- High school diploma AND one or more years post high school education in accounting; or two years of equivalent experience
- Valid Minnesota Class D driver's license
- Must operate county vehicles

KNOWLEDGE, SKILLS AND ABILITIES:

- Good typing ability and computer knowledge.
- Must be knowledgeable and skillful in use of Windows Office, with an emphasis in Excel.
- Utilize Arc GIS online.
- Ability to operate standard office equipment and computer systems.
- Ability to effectively work under pressure and accept responsibility for meeting deadlines.
- Ability to exercise independent judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities and policies and procedures.
- Ability to maintain satisfactory working relationships with director, office manager, co-workers and the public with regard to confidentiality.

ESSENTIAL FUNCTIONS:

- **Reception:**
  - ✓ Receives phone calls and takes messages. Resolves and/or disseminates maintenance requests and/or complaints from the public to appropriate personnel. Counter reception and sales.
  - ✓ Takes maintenance requests and complaints, referring and logging same.
  - ✓ Enters data and workorders into Arc GIS online.

- **General Office Duties:**
  - ✓ Title VI Coordinator.
  - ✓ Manages FEMA reimbursement paperwork.
  - ✓ General office correspondence; various forms, financial reports and other documents as requested.
  - ✓ Composes correspondence for cover letters of a routine nature and as requested.
  - ✓ Properly distributes State Aid construction project documents to MnDOT offices and contractors.
  - ✓ Drafts proposals for State Aid and Federal Delegated Contract Process projects. Prepares and sends to perspective contractors, plans and specifications prior to project letting and maintains plan holders' lists. Prepares bid tab sheets for bid lettings. Coordinates pre-construction conference and disburses minutes thereof to all appropriate parties**.**
  - ✓ Review Prevailing wages for County, State Aid projects, and Federal Aid Projects.
  - ✓ Prepares Board action requests for Public Works Department and preparation of Board packet materials.
  - ✓ Handles culvert sales, beaver postings, moving permits, distribution of mailbox support kits, Gopher 1-Calls, etc.
  - ✓ Manages the CaCl and MgCl program. This consists of letters, advertisements, quotes, private requests, mapping and billing to private customers.
  - ✓ Manages the private winter snowplow program. Consists of generating snow plow list for private customers by sending/receiving requests, master list by driver and billing/receiving payments.
  - ✓ Manages summer gravel contracts. Track load sheets for contracted gravel haulers by hours/loads per day. Create spreadsheet with information for tracking and creating payments to haulers.
  - ✓ Maintains Lake of the Woods County Public Works Department Policies & Procedures Manual.
  - ✓ Opens mail and distributes same appropriately.
  - ✓ Schedule employee registrations and lodging reservations for both Highway and Solid Waste departments
  - ✓ Purchases administrative, maintenance and drafting supplies for Road and Bridge Department, and Solid Waste Department.
  - ✓ Gathers records to destroy consistent with MN statutes regarding records retention.
  - ✓ Assists Office Manager with verified claims.
  - ✓ Maintains Public Works main e-mail for permits and customer complaints and dissemination to appropriate personnel.
  - ✓ Submits all legal and other advertisements to legal newspaper.

An Equal Opportunity Employer

- ✓ Performs general office filing; construction projects books and data files. Maintains for historical purposes State Aid and Federal Aid project plans and proposals files.
- ✓ Lake of the Woods County Web Page Administration. Manages and updates webpage for Highway, Solid Waste and Parks departments. Under the direction of the office manager, the incumbent updates county webpage, posts State-Aid, federal and county projects for bid. Adds notices, advertisements for all three departments.

- **Accounting:**
  - ✓ Must be knowledgeable of the principles of governmental accounting.
  - ✓ Must have knowledge of Office Manager's responsibilities.
  - ✓ Must be familiar with the County's Integrated Financial System, Cost Accounts System, Quicken and E-Time Card System.
  - ✓ Monitors E-time card entries to ensure correctness in reporting regular labor hours worked, comp time earned or taken, vacation, sick leave, funeral leave taken and cash overtime for processing of payroll.
  - ✓ Monitors E-time card entries to ensure equipment usage has been recorded properly.
  - ✓ Monitors E-time card entries for all inventory gravel charge outs and accounts receivable or other pertinent information that may be noted.
  - ✓ Exports weekly time to ACS (ACS Time Card Synchronization) and certifies time to Auditor's Office for Biweekly payroll.
  - ✓ Prepares payroll reports and allocates expenditures to the appropriate cost accounts.
  - ✓ Writes receipts, prepares and submits all Highway Department revenues into proper financial accounts.
  - ✓ Prepares and processes highway accounts receivable and invoicing.
  - ✓ Codes inventory charge outs, purchases and adjustments batches per Highway Department Cost Account Listing.
  - ✓ Assists Office Manager by preparing various worksheets for end of year reports and annual report.
  - ✓ Determines need for new or updated office forms for efficient office management.
  - ✓ Prepares and submits all Solid Waste revenues into proper financial accounts.
  - ✓ Balances receipts, creates invoices and statements for charges at the Landfill monthly using Quicken accounting system.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. There is moderate exposure to computer keyboards and video screens. There is some exposure to shop conditions. Must be able to lift and carry portable equipment and materials up to 25 lbs and occasional lifting/moving of objects between 25 and 50 lbs.

An Equal Opportunity Employer

SAFETY DUTIES:

- Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.

An Equal Opportunity Employer