

**CITY OF DELPHOS**  
**An equal Opportunity Employer**  
**POSITION DESCRIPTION**

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Civil Service Status:	N/A	Dept/Div:	Administrative
Employment Status:	Permanent		
Reports to:	Auditor		
FLSA Status:	Non-bargaining		
Position Title:	Deputy Auditor		
Pay:	Ordinance		

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**NATURE OF WORK**

This is administrative work in the municipal Auditor's office. The deputy auditor is a fiscal officer of the City. This position is under the control of the City Auditor. This position is non-classified and not subject to civil service requirements.

Work in this position carries with it a high level of responsibility. This position has the authority to sign financial documents just as the auditor, bearing in mind the discretion and responsibility that comes with such signature. Responsibilities extend to all aspects of financial reporting for the city.

**TYPICAL TASKS**

Compiles the financial information needed for the annual state report required by the State of Ohio and reports this information using Other Comprehensive Basis of Accounting (OCBOA). The city uses the cash method at all times. This task requires a comprehensive working knowledge of city, state, and federal laws, regulations, policies and procedures on public finance.

Processes bi-weekly and monthly payrolls for employees. Prepares monthly, quarterly and annual reports including, but not limited to, city, state and federal taxes, 941s, retirement reports, W-2s, 1099s, etc.

Prepares and processes accounts payable on a weekly basis. Makes sure each purchase has been approved by the safety/service director and the auditor, and payment of said purchases has been approved by the board of control. Keeps tracks of any occurrences relative to accounts payable such as: change orders to contracts, liens, over-billing, credits received or to be received, etc.

Prepares monthly and yearly financial statements for use by various personnel including auditor, treasurer, and department heads. Keeps a check on all funds reporting unusual occurrences to the auditor. Prepares monthly fund balance report for the review of city council.

Receives checks for weekly deposit by the treasurer. Processes deposits made by

utility clerk, income tax administrator and pool bookkeeper. Distributes such revenues to proper department's budgets.

Assists auditor in preparation of yearly budget. Processes budget and distributes to auditor, council and department heads.

Figures and invoices for tax abatements yearly, civil service yearly, and fire contracts quarterly.

Assists auditor and treasurer as required. Corresponds with federal, state, and local government agencies in the acquisition and processing of financial matters.

Serves as back-up to the secretary, and when needed to the income tax administrator and utilities clerk.

Performs other related work as required.

### **NORMAL EMPLOYMENT STANDARDS**

Minimum two (2) year accounting degree and two (2) years of accounting experience required. Computer literate.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of accounting principles and methods including government accounting.

Considerable computer knowledge and ability to run various office machines.

Ability to communicate with financial personnel from the state, financial institutions and various organizations.

### **SPECIAL REQUIREMENTS**

Must pass a physical and psychological examination prescribed by the City of Delphos prior to appointment in this classification.

A comprehensive background check will be conducted.

Must possess a valid Motor Vehicle Operator's License issued by the Ohio Bureau of Motor Vehicles.

Must be bondable.

Approved: 5-4-16  
Date

  
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Thomas L. Jettinghoff, Auditor