



Guernsey County Auditor

Phone (740) 432-9243

CORY JOHNSON

Guernsey County Administration Building
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Cambridge, Ohio 43725

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Fax (740) 439-6265 Real Estate

Date: August 1, 2024
Position Title: Deputy Auditor
Department: Bookkeeping
Pay Range: Based on experience
Status: Full-time
Deadline: Inside/Outside August 15, 2024

(Applications and/or resumes received or postmarked after deadline will not be considered.)

DUTIES AND RESPONSIBILITIES

Under the direction of the Guernsey County Auditor and general supervision of the Bookkeeping Manager, duties include but are not limited to; answering and directing phone calls from the public and other county departments; issuing purchase orders, processing vouchers and writing checks for payment of expenses for all county departments; processing pay-ins for all county departments; being a backup for the Insurance Clerk in her daily duties.

QUALIFICATIONS

- Associate degree preferred.
- Accounting and/or financial experience.
- Proficient in using Microsoft Office, especially Excel and Word.
- Ability to multi-task while maintaining professional customer service and communicate well with coworkers.
- Excellent written, verbal communication skills, organizational skills as well as the ability to handle confidential information responsibly.
- Successfully completes BCI background requirements and drug screening.

ESSENTIAL FUNCTIONS OF THE POSITION

- Assists with the efficient operations of the Bookkeeping Department of the Auditor's Office and be open to cross training.
- Assists departments with the bill paying process, as well as providing them with requested reports, etc.
- Self-motivated with attention to detail, work independently.

- Work on special projects relating to any functions within the Bookkeeping Department as assigned.
- Perform other duties and assume responsibilities as assigned by the County Auditor and Bookkeeping Manager.

WORKING CONDITIONS

- Works within the Auditor's office, Monday through Friday from 8:00 a.m. to 4:00 p.m.

BENEFITS

- PERS Retirement fund participation
- The option of Deferred Comp participation
- The option of Medical/Dental/Vision/Rx insurance coverage
- \$50,000 Life/AD&D insurance provided by the county
- The option of additional voluntary Life insurance, payroll deducted life insurance for spouse/dependents
- Long term disability insurance
- Government holidays as well as three personal days per calendar year, in addition to paid sick/vacation time (vacation time available to use after one year of service)

Interested parties are asked to please submit a resume via mail or email by the deadline to:

Cory Johnson, Guernsey County Auditor

**627 Wheeling Ave. Suite 301
Cambridge, OH 43725**

Email : cjohnson@guernseycounty.org

Equal Opportunity Employer

Guernsey County does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or veteran status in employment. Must be able to pass a drug test, physical and background investigation.