



RANDY WILLIAMS
MORGAN COUNTY AUDITOR
155 E. Main St. • Room 217
McConnelsville, Ohio 43756
740-962-4475



Deputy Auditors:	Jenny Cordray	Jessica Junn	Courtney Parmiter	Maddy Mummey	Nathan Bowen
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Morgan County Auditor Deputy Auditor Job Description

Job Title: Deputy Auditor

Job Type: Full Time

Schedule: Monday- Friday 8:00am – 4:00 PM

Location: 155 E Main Street McConnelsville, Ohio 43756

POSITION SUMMARY:

The Deputy Auditor provides administrative and clerical support within the County Auditor's Office, with a primary focus on accounts payable, payroll support, and processing of required forms. This position plays a key role in maintaining accurate financial records, ensuring timely processing, and supporting compliance with applicable laws and county policies.

KEY RESPONSIBILITIES:

- Assist with accounts payable (AP) functions, including:
 - Reviewing invoices for completeness and proper documentation
- Provide payroll support, including:
 - Assisting with timesheet collection and review
 - Entering payroll-related data as directed
 - Verifying basic payroll information for accuracy
- Process and track various county forms and submissions, including:
 - Payroll-related forms (direct deposit, tax forms, etc.)
 - Vendor forms (W-9s, payment documentation)
 - Internal administrative forms
- Maintain organized records in accordance with retention policies
- Assist with data entry, filing, and document management
- Perform general office duties and other tasks as assigned

QUALIFICATIONS

Any equivalent combination of relevant education, training, and experience may be considered, including but not limited to:

- High school diploma or equivalent required
- Prior office, clerical, accounting, or government experience preferred
- Basic understanding of accounts payable or payroll processes is a plus
- Experience with financial or payroll systems (SSI or similar) preferred
- Ability to use Microsoft Excel for data entry and basic spreadsheet management

- Strong attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Ability to maintain confidentiality

COMPENSATION AND BENEFITS:

- Participation in the Public Employees Retirement System (PERS)
- Health, dental, and vision insurance (as administered by the Board of County Commissioners)
- Paid leave per county policy

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

- Office environment with frequent interaction with the public.
- Requires sitting for extended periods, occasional lifting of files or documents (up to 25 lbs).
- Use of computers, printers, and standard office equipment and software.

APPLICATION PROCESS:

Interested applicants should submit a resume to:

**Morgan County Auditor's Office
155 E. Main Street
McConnelsville, Ohio 43756**

Or Email

Courtney.morrow@morgancountyohio.gov

Resumes will be accepted until the position is **Filled**.

Morgan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.