

# Duties and Responsibilities of a County Auditor

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The North Dakota Century Code - 11-13-01 - gives you a legal description of what we are supposed to do and I'll expand on the Law.

- Chief Financial Officer



The Treasurer's Office collects the money and we spend it!!

- ▶ -Preparing the County budget
- ▶ -Pay the bills
- ▶ -Payroll & benefits
- ▶ -distribute the tax collection to the political entities in the County (Bottineau County does this by direct deposit)
- ▶ -Preparation of financial statements
- ▶ -Assisting political entities with their budgets

# Secretary to the Board of County Commissioners

- Take minutes at board meetings
- Schedule appointments to meet with the Board
- Distribute minutes to official newspaper, website and employees
- Meeting preparation and follow up



# Elections

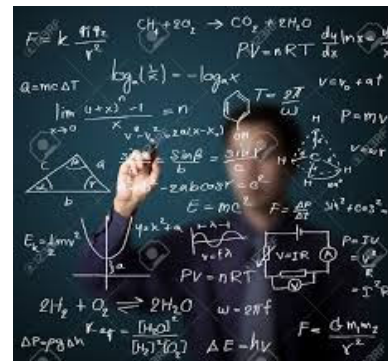
- ▶ Set up Elections
- ▶ Secure polling locations
- ▶ Find election workers
- ▶ Work with printer to set up and order ballots
- ▶ Test, test, test, test
- ▶ Mail applications and ballots to the voters
- ▶ Find and train poll workers
- ▶ Uploading election results to the SOS
- ▶ Working with media outlets
- ▶ Preparing and working with the Canvassing board to finalize results
- ▶ Compiling election cost bill



# Calculating Mill Levies

- Once you have all budgets, the County's and the other political entities; schools, twps, fire depts, etc. and have received and inserted all your centrally assessed values, you now calculate levies.

It's not really that bad



- ▶ Mill levies are used to calculate real estate taxes using taxable values.
- ▶ Do not let this process intimidate you. The State Tax Department is helpful and has resources to help you.
- ▶ I'd also recommend finding a Auditor who uses the same computer program as your County and ask for their assistance.
- ▶ Once I learned the fundamentals of mill levies, I have to admit, that I actually really enjoy calculating levies.

Everything else...

▶ I don't have enough time!!!



# Other duties as assigned!

- ▶ Transfer deeds once verification paid taxes has been done,
- ▶ Take care of the courthouse, inside and out,
- ▶ Supervising staff,
- ▶ Game & Fish vendor,
- ▶ Foreclose on property for non-payment of taxes,
- ▶ Special assessments,
- ▶ Take care of County parks,
- ▶ Insurance coverage,
- ▶ Inventory,
- ▶ Record keeping for road projects,
- ▶ Work with every office in the County
- ▶ Etc. etc. etc

## Get involved and go to meetings!

- ▶ **The County Auditor's Association** is a great group of people that you can rely on. When I was left with a key and an empty office, the Auditor's got me through. Attend the Annual Conference and learn from your peers and from the presenters.
- ▶ You are not alone. Email or phone us! We can help.



**NDACo** also provides valuable knowledge and services -

-County Officials Academy - the first step  
- I'm glad you are here!

-Attend the annual conference in October. They have excellent workshops and this give you another opportunity to learn from our peers.

-Legislative Wrap-up held in May - so many of the bills affect the Auditors so I can't stress enough how important this conference is to attend.

-Workers Compensation  
-Drug & Alcohol testing  
-Human Resources Services  
-ILG - Professional Development

-Legislative Services - I can't say enough good things about the job Donnell, Terry and Aaron do for the Counties. They are our lobbyists.

There are a lot more services they provide. Please take advantage!



Thank you everyone - Enjoy the  
Conference!

