



COUNTY AUDITOR

NDCC 11-13



Roles and Responsibilities

(VARIES BY COUNTY)

CHIEF FINANCIAL OFFICER

- Prepares financial statements
- Prepare and control county budget
- Issue checks or ACH payments for all county obligations
- Payroll (Done by the HR Department in Grand Forks County)





TAXES

- Calculates mill levies for all taxing districts
- Prepares estimated tax statements and budget hearing notices
- Prepares property tax statements
- Disburse tax collections to all taxing districts monthly
- Responsible for foreclosure process

Secretary to the Board of County Commissioners

- Schedule and notice meetings
- Prepare agenda
- Take minutes
- Preserve the records





COUNTY ADMINISTRATOR OF ELECTIONS NDCC 16.1-01

- Responsible to the Secretary of State for proper administration
- Attend Secretary of State's election conference
- Conduct all primary, general and special elections for the county.
- Recruit and train election workers



ELECTIONS CONTINUED

- Receive and review petitions from candidates, verify signatures, make sure all forms have been received and have been completed
- Enter candidates and measures into the election software
- Hold rotation drawing for candidates

BALLOTS, BALLOTS, BALLOTS

- Create ballots
- Proof ballots
- Order ballots





- Test equipment
- Procure and distribute supplies required for voting
- Prepare and disseminate voter information
- Part of the County Canvassing Board
- Publish notices and abstract

SOME OF THE OTHER DUTIES

- Maintains inventory of fixed assets
- Maintains property tax records
- Enter special assessments
- Beer and liquor licenses
- Game of chance permits
- Communicate with the public, board members, county employees, township officers, legislative members, media, etc...



RESOURCES AVAILABLE

Auditors from the surrounding Counties

ND Auditor's Association

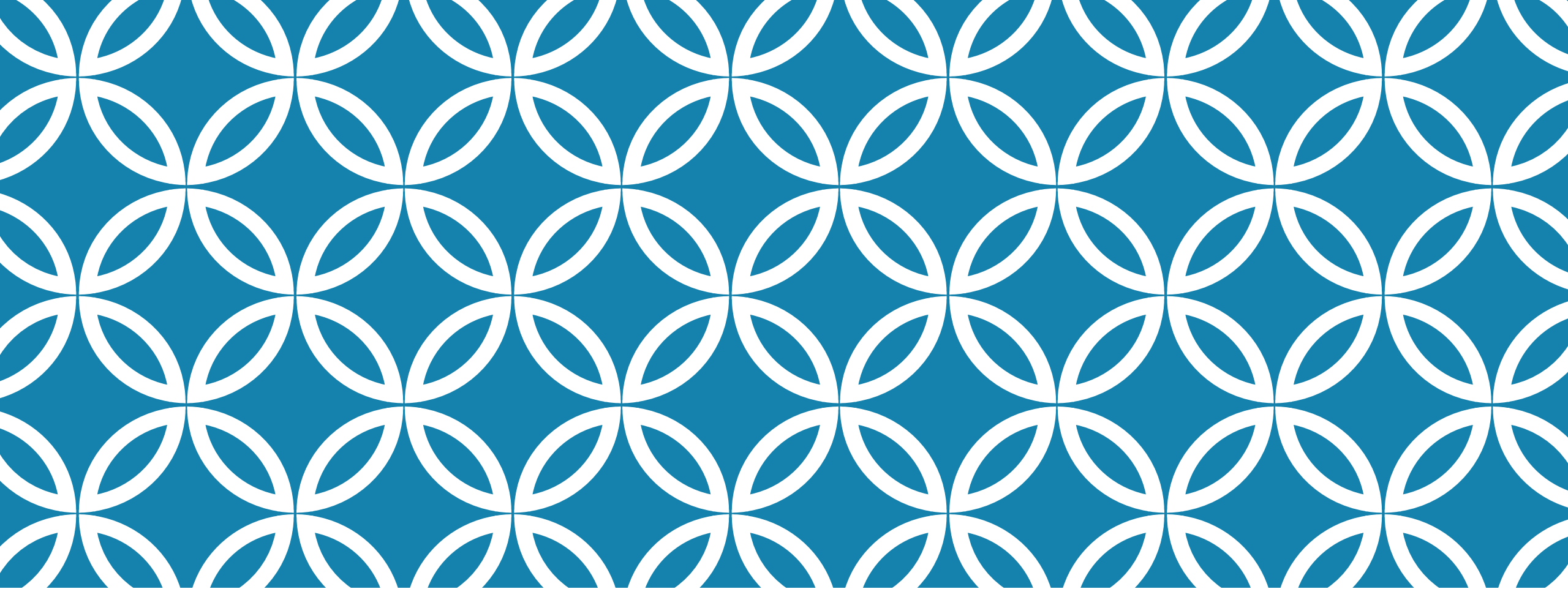
ND Association of Counties

ND Tax Commissioner's Office

ND State Auditor's Office

ND Secretary of State





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FINANCE AND TAX DIRECTOR
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Thank You!