



Deputy Auditor II

The McCook County Auditor's Office is looking for a **full-time Deputy Auditor II**. The Deputy Auditor II is responsible for performing a variety of clerical, fiscal and supervisory work in maintaining records that are filed with the Auditor's Office.

As a **Deputy Auditor II**, you will perform a variety of duties including:

- Assist the County Auditor and Deputy Auditor with the activities of multiple financial and budgetary programs including financial accounts and reports, operating and capital budgeting, accounts payable, accounts receivable, inventory managements, forecasting and statistical analysis, assessments, investments, banking and debt administrations.
- Monitor daily operations for the internal controls over the County's financial system for accounting, budgeting and performance measurement. Make routine adjustments and maintain various receipts and expenditure ledgers, making divisions by fund, individual or budgetary account in accordance with policies and procedures.
- Administer annual tax levy process. Calculates tax levies for all taxing entities within the County. Review tax requests and compliance with state regulations. Verify computer generated bills balance with total tax requests.
- Prepare complex statements and reports related to the annual tax levy process for submission to the state, using extensive knowledge of state law, governmental accounting principles and County accounting policies.
- Administer all aspects of the County's payroll process.
- *And more!*

To be qualified for this position, you will need:

- High School diploma or GED required.
- Two (2) years of experience in accounting is preferred.
- Computer skills including Microsoft Office and ability to learn accounting system.
- Knowledge of general accounting principles and ability to make mathematical computations accurately and quickly.
- Strong analytical and problem-solving skills.
- Exceptional attention to detail.
- Comparable combination of education and experience may be considered.

This is a full-time (37.5 hours per week), non-exempt position that pays \$19.10/hour DOQ. On-site work schedule is Monday thru Friday from 8:00AM to 4:30PM.

McCook County offers a competitive benefit package including 100% county paid employee health insurance and 6% South Dakota Retirement match.

To apply, go to: <https://jobs.ourcareerpages.com/jobapplication/637538?appsource=McCookCounty>

Applications accepted until the position is filled. EOE