



JOB OPENING NOTICE

Deputy Auditor

Position Summary

The Deputy Auditor assists the County Auditor in maintaining county financial records, processing payroll and accounts payable, preparing reports, administering elections, and providing excellent customer service to the public. This position requires accuracy, confidentiality, and the ability to work effectively with county departments and the general public.

Essential Duties and Responsibilities

- Assist with county accounting and financial recordkeeping.
- Process payroll, and related reports.
- Assist with election administration and voter registration.
- Prepare and maintain county records and official documents.
- Provide customer service and respond to public inquiries.
- Perform clerical and administrative duties as assigned.
- Assume responsibilities delegated by the County Auditor and perform duties as required during the Auditor's absence.

Minimum Qualifications

- High school diploma or equivalent required.
- Associate's degree in business, accounting, or related field preferred.
- Proficiency in Microsoft Office applications.
- Strong organizational, communication, and customer service skills.
- Ability to maintain confidentiality and handle records accurately.
- Prior office, bookkeeping, or government experience preferred.

Salary and Benefits

- Competitive salary based on qualifications and experience.
- Comprehensive county benefits package including health insurance, retirement, paid holidays, vacation, and sick leave.

Application Process

Interested applicants should submit a completed application, resume, and references to:

Lake County Auditor's Office

200 E Center Street

Madison, SD 57042

Or email application materials to: lakeauditor@lake.sdcounty.gov

Applications will be accepted until the position is filled.

Lake County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected class.

