



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
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www.brown.sd.us

Classification: Chief Deputy Auditor

Wage: \$24.38/hour

Department: Auditor

Reports to: Auditor

FLSA: Non-Exempt

Opening date: 09/14/2020

Closing date: Until filled

JOB DESCRIPTION

Summary/Objective:

Perform accounting of property taxes, apportionment of taxes, and estimating tax revenue. Payroll Supervisor for bi-weekly payroll and process quarterly and annual payroll reports.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of generally accounting principles and auditing standards.
- Accounting: property taxes, apportionment of taxes, and estimating tax revenue.
- Ability to understand and interpret state law, rules, and regulations as they apply to county governance, county revenue, and payroll regulations.
- Payroll: Bi-weekly, quarterly, and annual payroll reports.
- Compiles payroll data.
- Enters data into computer to compute wages and deductions, and posts to payroll records.
- Prepares periodic reports of earnings, taxes, and deductions.
- Proficient in reading maps and equate addresses with legal descriptions.
- Principles and techniques of public relations and customer service, both in person or over the phone.
- Gather, organize, and present information effectively and in a logical sequence.
- Intermediate to advanced knowledge of Microsoft applications including Excel, Word and Outlook.

An Equal Opportunity Employer

- Assist with the election process.
- Performs related work as required and provides assistance to other office deputies.

Competencies:

- Stress Management/Composure
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Problem Solving/Analysis
 - o Reviews wages computed and corrects errors to ensure accuracy of payroll.
 - o Meet deadlines, think critically and solve problems.
- Teamwork Orientation
 - o Agency regulations, policies, office administrative processes and procedures.
 - o Establish and maintain effective relationships with coworkers, other agencies and the public.
- Decision Making
 - o Using initiative and independent judgement within established policy guidelines.
- Communication Proficiency
 - o Communicate effectively in oral and written forms.
- Technical Capacity
 - o Record keeping principles and practices.
 - o Prepares and issues paychecks.

Supervisory Responsibility:

- This position has no direct supervisory responsibilities.

Work Environment:

- Works in well-lit and climate controlled office. Uses Word, Excel, Outlook, the internet, copier, phone, scanner, adding machine, and other office equipment. May sit at desk or stand for an extended period of time.
- Uses arm and/or leg controls requiring exertion of forces greater than that normally expected for sedentary work. Employee sits, but is required to wait on the counter frequently and to assist the public's requests by walking to the sources of information.
- Employee must have the ability to operate various pieces of equipment; fax machines, copiers, computers, reader printers, etc., as required on a daily basis.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.

- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday – Friday, 8:00 am to 5:00 pm with one (1) hour lunch.

Travel:

- No travel is expected for this position.

Education and Experience:

- Preferred: Bachelor’s degree in accounting, or related field with three year’s accounting experience. Payroll experience a plus.
- Minimum: Completion of two (2) years of college or technical school in an accounting field; or three years of accounting experience; or combination of education and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver’s license.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov