



Brown County Human Resources

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Classification: Chief Deputy Auditor (Senior Accountant)

Wage: DOE

Department: Auditor

Reports to: Auditor

FLSA: Non-Exempt

Opening date: 04/23/2021

Closing date: 05/07/2021

JOB DESCRIPTION

Summary/Objective:

Responsible for performing accounts payable, journal entry, and daily accounting tasks to support Brown County Auditor's accounting and financial operations.

Essential Functions:

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

- Post and process journal entries to ensure all transaction are recorded.
- Verify, allocate and post accounts payable
- Maintain balance sheet and other financial statements
- Analyzing and reconciling accounts
- Prepare annual 1099
- Preparation of monthly/yearly closings
- Assist with annual financial statements
- Assists with annual budget preparations
- Assist with other accounting projects as assigned
- Assist with federal and state grant reporting
- Intermediate to advanced excel skills
- Thorough knowledge of basic accounting procedures
- Performs a variety of administrative/clerical support duties as required.
- Maintains absolute confidentiality of work-related issues, records and Brown County information.
- Demonstrates courteous and cooperative behavior when interacting with the public and Brown County staff; acts in a manner that promotes a harmonious and effective workplace environment.

An Equal Opportunity Employer

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 Ability to calculate figures and amounts such as discounts, interest, percentages.
 - o Reviewing, posting, balancing and reconciling financial records.
 - 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.
 - o Performing basic office support work.
- 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 Use of specified computer applications including word processing and spreadsheets.
 - o Principles and techniques of accounting, budgeting and bookkeeping.
 - o Governmental accounting principles related to capital assets.

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 copiers, computers, 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:

- Associate's degree in accounting, finance, or a related field; AND four (4) years of public agency accounting, auditing and financial analysis experience; OR an equivalent combination of education, training and experience.
- Preferred: Bachelor's degree in accounting, or related field with three year's accounting 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