



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401

HumanResources@browncounty.sd.gov
Phone: 605.626.7109; Fax: 605.725.2355
www.brown.sd.us

Classification: Chief Deputy Auditor (Senior Accountant)

Wage: \$25.36/ hour

Department: Auditor

Reports to: Auditor

FLSA: Non-Exempt

Opening date: 11/14/2022

Closing date: 11/24/2022

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 Job Duties:

- Verify, allocate and post accounts payable, and create payment vouchers as needed.
- Issue payments to vendors via check and ACH
- Prepares monthly transmittals of tax collected and issues payments to cities, schools, townships, and special districts within the county
- Post and process journal entries; analyzed and reconciles journal ledger accounts
- Maintain balance sheet and other financial statements
- Manages all user permissions for county accounting software
- Manages the county credit card master accounts, including ordering new employee cards, closing employee cards, and tracking all cards.
- Analyzing and reconciling accounts
- Prepare annual 1099's and maintain W-9 files
- Preparation of monthly budget reports for departments
- 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.
- Assists with elections enters voter registration data, and mails verifications to voters; assists in preparing supplies for elections
- 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, and 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 judgment within established policy guidelines.
- Communication Proficiency
 - o Communicate effectively in oral and written forms.
- Technical Capacity
 - o Record-keeping principles and practices.
 - o Prioritizing and organizing workload
 - 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 an office setting. Contact with co-workers, department heads, vendors, representatives of city and county governments, school district representatives, township officials, elected and appointed officials, auditors, and members of the public.
- Use Microsoft Office: Word, Excel, Outlook, along with the internet, copier, phone, scanner, 10-key, and other office equipment. May sit or stand at a desk for an extended period of time.
- Employee 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.
- 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:

- Some travel will be required for training.

Education and Experience:

- Knowledge of Bookkeeping and Government Accounting procedures.
- Knowledge of Accounts Payable/Accounts Receivable principles.
- Knowledge of IRS tax laws.
- Knowledge of State Reporting Requirements
- Associate degree in accounting, finance, or a related field; AND three years experience in 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 years' 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:

- Duties, responsibilities, and activities may change at any time with or without notice.

Apply by:

Submit a cover letter and resume or Brown County application to:

- Brown County Auditor's Office or E-mail: Lynn.Heupel@browncounty.sd.gov
Attn: Lynn Heupel
25 Market St., Ste. 1
Aberdeen, SD 57401