

## Notice of Position for Millard County Full-Time Deputy Auditor

Millard County will be hiring for the position of a Full-Time Deputy Auditor. Anyone who is interested in applying for this position must submit an application AND resume with references to Millard County Auditor's Office or email [bsmith@co.millard.ut.us](mailto:bsmith@co.millard.ut.us) by May 10, 2024, or until filled. This position shall remain open until filled. Applications may be picked up at the Auditor's office or online at [www.millardcounty.org](http://www.millardcounty.org).

### *Job Description*

Performs a variety of complex accounting duties, projects, and requirements of the office of county auditor; Must have the ability to analyze a variety of financial situations and make recommendations; exercises initiative and independent judgement. Must work quickly and accurately; work under time pressures in meeting deadlines and demonstrate the ability to prioritize; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; Must have good computer skills; in Microsoft Windows, Excel, Outlook, Word, database management and record keeping.

Preference given to candidates who demonstrate a strong knowledge of fiscal practices and procedures; auditing; budgeting; state code interpretation, professional accounting standards and ethics; including GAAP, GASB and Utah Property Tax Code.

Must be able to do the following:

- Become well acquainted with, county policies, procedures, ordinances and resolutions
- Complete a background check
- Complete field related competency testing
- Follow instructions and work as a team player

### *Minimum Qualification*

Graduation from college with an associate degree in accounting or related field OR Certification in Accounting from an accredited source AND (3) years or more of related experience in accounting or bookkeeping. OR an equivalent combination of education and experience.

*Pay range starting at **24.13 - 28.77/hour** depending on experience, education, competency testing and qualifications. The benefit package includes medical, dental, life, LTD insurance, paid time off and Utah State Retirement.*

Millard County is an Equal Opportunity Employer and an At-Will Employer