

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 by noon, April 19, 2024. This position shall remain open until filled. Applications may be picked up at the Auditor's office or online at www.millardcounty.org.

Job Description

Assist and/or maintain as assigned; Accounts Payable, Accounts Receivable, Employee Benefits, Internal Audits & Account Reconciliation, Performance Audits, Payroll, Fixed Assets/Depreciation, State & IRS reporting, Taxation processes including Appeals, Abatements, Exemptions and Tax Sale Auction.

Performs a variety of entry level to complex clerical duties as needed to expedite the day-to-day activities, projects and requirements of the office of county auditor; Must have the ability to analyze a variety of financial situations and make recommendations; work quickly and accurately; perform basic mathematical computations; work under time pressures in meeting deadlines and have 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; operate a variety of types of standard office equipment such as a 10 key calculator and a computer. Must have good computer skills; in Microsoft Windows, Excel, Outlook, Word, database management and record keeping.

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 high school and one (1) year or more of course background in fund accounting or bookkeeping, including specialized training in computerized accounting and spreadsheets (preferably governmental accounting); OR an equivalent combination of education and experience preferably in a related field.

Pay range starting at 16.60 to 22.66/hour depending on experience, 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