

**JOB POSTING
AUDITOR'S OFFICE – 2ND DEPUTY**

Job Description: Primarily real estate transfers and applying applicable deductions as filed with office. Will also be responsible for receipting in funds collected by the Treasurer, auditing claims and payroll, recording transfers and requests for additional money by the departments, publications of the same and filing with the State when necessary.

Will also work on various projects like ineligible homesteads, capital assets and grant management.

A background in accounting would be helpful but not required. This position involves working extensively with county budgets, department appropriations and general ledgers.

Full-time @32.5 hours per week with additional hours required when needed.

Annual Salary - \$29,845.00

Interested persons should apply in the Auditor's office.

Posted: September 21, 2023

An Equal Opportunity Employer