



CUSTER COUNTY

Looking for a leadership role with daytime hours, no weekends, and most holidays off?

This full-time **Deputy Finance Officer** position offers a comprehensive benefits package, paid leave, and the opportunity to make an impact in county financial operations.

The **Custer County Auditor's Office** is currently accepting applications for a full-time **Deputy Finance Officer**. The ideal candidate will be professional, detail-oriented, and experienced in financial management and supervision. This position plays a vital role in supporting both the Auditor and Treasurer Offices, assisting with budgeting, financial reporting, tax levy calculations, and overseeing daily office operations. This is a leadership-level position with regular interaction with county staff, elected officials, and the public.

The position is full-time with county benefits, and the salary is dependent on qualifications and experience (\$21.63-\$24.04).

Position Description is available below. Applications can be found on the Custer County website at: <https://www.custercountysd.com/employment/> or by contacting:

Amber Maidens

Custer County Human Resource Director
420 Mt Rushmore Rd, Room 202
Custer, SD 57730
Phone: 605-673-8134

Applicants must complete and submit a **Custer County application**. Applications will be accepted **until the position is filled**.

Custer County is an equal opportunity employer.

POSITION TITLE: Deputy Finance Officer

REPORTING TO: Custer County Finance Officer

SALARY: Dependent on qualifications and experience (\$21.63-\$24.04)

HOURS: 40 hours per week | 8:00 AM – 5:00 PM | M–F

LOCATION: Custer County Courthouse, Custer, SD

PURPOSE OF THE POSITION:

The Deputy Finance Officer supports the County Finance Officer by overseeing daily operations within the Auditor's and Treasurer's Offices. This role requires a high degree of professionalism, confidentiality, and financial acumen. The position involves supervision of up to 10 personnel and plays a key role in financial planning, budgeting, tax calculations, and administrative oversight. The Deputy Finance Officer contributes to policy development, process improvement, and ensures compliance with relevant laws and regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assist in the oversight of daily operations in the Auditor and Treasurer Offices.
 - Supervise, manage, and assign workloads to up to 10 personnel.
 - Assist in the preparation, review, and implementation of the County budget.
 - Develop and monitor financial policies and procedures.
 - Calculate tax levies and process annual property tax bills using specialized software.
 - Administer and reconcile general ledger transactions; perform month- and year-end closeouts.
 - Review and approve journal entries, budget amendments, and assist with bank reconciliations.
 - Prepare and present financial briefings to the County Commissioners.
 - Compile, analyze, and submit financial reports, records, and schedules.
 - Maintain confidentiality and security of all financial systems and sensitive data.
 - Perform duties of the Finance Officer when required, and other related responsibilities as assigned.
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PHYSICAL REQUIREMENTS:

- Must be able to sit, stand, walk, bend, kneel, and reach as needed.
 - Must be able to lift/move files or boxes up to 25 lbs.
 - Occasional stooping, climbing, squatting, or kneeling may be required.
 - Visual and auditory acuity necessary for data entry, document review, and communication.
 - Ability to maintain mental focus and composure in high-pressure or complex situations.
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ABILITIES & SKILLS:

- Strong leadership and supervisory skills with the ability to direct a team.
- Working knowledge of accounting, auditing, and financial reporting.

- Proficient in Microsoft Office and standard office equipment.
 - Ability to analyze, interpret, and apply financial data and procedures.
 - Exceptional written and verbal communication abilities.
 - Detail-oriented with strong organizational and multitasking capabilities.
 - Ability to manage sensitive information with discretion and maintain confidentiality.
 - Competency in performing calculations involving percentages, ratios, and basic arithmetic.
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EDUCATION & EXPERIENCE:

- Bachelor's degree in business, finance, accounting, or a related field preferred.
 - Minimum of five (5) years of experience in government finance or a comparable combination of education and experience.
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SPECIAL REQUIREMENTS:

- Must be able to read, write, and comprehend written material and correspondence at or above a twelfth-grade level.
 - Background check and confidentiality agreement required upon hiring.
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THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW OTHER INSTRUCTIONS AND PERFORM OTHER RELATED DUTIES AS ASSIGNED.