



CUSTER COUNTY

Human Resource Director
420 Mt Rushmore Rd. Suite 228
Custer SD 57730
605-673-8134

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Looking for steady weekday hours with weekends and most holidays off?

This full-time Deputy Auditor – Accounts Payable Clerk position offers daytime hours, paid leave, full benefits, and on-the-job training!

Custer County is currently accepting applications for a **full-time Deputy Auditor – Accounts Payable Clerk**. This role is ideal for someone who is detail-oriented, organized, and comfortable working in a fast-paced environment. The position includes a variety of financial and administrative responsibilities including accounts payable, accounts receivable, state liquor license processing, budget reporting, and supporting election activities.

The ideal candidate will be a team player with excellent customer service skills, strong multitasking abilities, and the confidence to work independently when needed.

This is a full-time position with **starting pay of \$17.00 per hour plus county benefits**.

The position reports to the Deputy Finance Officer and Finance Officer.
Position description is available below.

To Apply:

Visit <https://www.custercountysd.com/employment/>
or contact:

Amber Maidens, Human Resource Director
420 Mt. Rushmore Road, Suite 228, Custer, SD 57730
Phone: 605-673-8134
Email: amaidens@custercountysd.com

Applications will be accepted until the position is filled.

Custer County is an Equal Opportunity Employer.

POSITION TITLE: Deputy Auditor – Accounts Payable Clerk
REPORTING TO: County Finance Officer
SALARY: Starting at \$17.00 per hour + Benefits
HOURS: Full-time | 40hrs | 8:00 AM – 5:00 PM | Monday–Friday
LOCATION: Custer County Courthouse, Custer, SD

PURPOSE OF THE POSITION:

Custer County is accepting applications for a full-time Deputy Auditor – Accounts Payable Clerk. This position plays a vital role in supporting the financial operations of the county and ensuring timely and accurate processing of payments, receivables, and other financial duties. Reporting to the County Finance Officer, this position works in a fast-paced environment and provides essential services related to accounts payable, accounts receivable, elections, budget reports, and licensing.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform full-cycle accounts payable functions including voucher entry, vendor payment processing, and maintaining accurate records.
 - Process accounts receivable transactions and deposits in accordance with county policies.
 - Maintain and reconcile AP aging reports; resolve outstanding invoices promptly.
 - Manage vendor communications including collecting and updating W-9s, payment details, and 1099 forms.
 - Process and maintain purchase orders and ensure approvals comply with county procedures.
 - Work with the State of South Dakota on liquor license applications and renewals.
 - Expense processing and employee reimbursements.
 - Assist in preparing budget reports and provide financial support for monthly close and annual audit.
 - Maintain organized financial documentation in compliance with laws and policies.
 - Assist with election responsibilities such as ballot coordination and results input.
 - Respond courteously to internal and external inquiries regarding finance and policy matters.
 - Assist with state filings, tax exemption documents, and annual renewals, as needed.
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PHYSICAL REQUIREMENTS:

- Must be able to sit, walk, stand, bend, kneel, and reach as needed.
 - Manual dexterity required for computer and document handling tasks.
 - Must be able to lift/move up to 20 lbs. unassisted.
 - May occasionally require extended hours during audit season, elections, or month-end closing.
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ABILITIES & SKILLS:

- Strong organizational and multitasking skills; ability to prioritize tasks in a busy environment.
 - Excellent customer service and communication skills—verbal, written, and interpersonal.
 - Strong attention to detail and accuracy in recordkeeping.
 - Ability to think critically and solve problems independently.
 - Proficiency in Microsoft Excel, Word, and general office software.
 - Experience with accounting software (SAGE Intacct and Concur preferred).
 - Ability to work both independently and collaboratively as part of a team.
 - Demonstrated professionalism, confidentiality, and dependability.
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EDUCATION & EXPERIENCE:

- High school diploma or equivalent required; associate's degree in accounting or related field preferred.
- 2–3 years of experience in accounting, finance, or administrative roles, preferably in government or nonprofit sectors.
- Familiarity with election procedures, licensing, and public records is a plus.

**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.**

Acknowledgement of the above:

Print Name: _____

Signature: _____

Date: _____