Position Title: Deputy Auditor

Location: Millard County Offices Fillmore, Utah

Department: Auditor’s Office

Reports To: County Auditor

Position Overview:

The Deputy Auditor assists the County Auditor in managing the financial operations of Millard County. This position is responsible for a variety of tasks related to financial reporting, auditing, and compliance, ensuring that all financial activities adhere to applicable laws and regulations. The Deputy Auditor plays a critical role in maintaining the integrity and accuracy of the County's financial records.

Key Responsibilities:

- Assist in the preparation and maintenance of financial statements, reports, and schedules in accordance with established accounting principles and standards.

- Conduct regular audits of departmental financial records to ensure compliance with county policies, state regulations, and federal laws.

- Support the County Auditor in monitoring and evaluating financial processes, identifying areas for improvement, and implementing best practices.

- Collaborate with various departments to gather financial data and assist in budget preparation and analysis.

- Participate in the development and implementation of financial policies and procedures to enhance operational efficiency and effectiveness.

- Respond to inquiries from county officials, employees, and the public regarding financial matters and provide accurate information in a timely manner.

- Assist in the preparation for external audits and ensure that all requested documentation is readily available.

- Maintain current knowledge of relevant laws, regulations, and best practices in public sector auditing and financial management.

-Administration of Grants, including writing and oversight accountability to grant requirements.

- Works with each office or department seeking grants and reports to the Auditor and BOCC and Elected official requesting the grant, on the justification of the use.

- Perform other related duties as assigned by the County Auditor.

Qualifications:

- Education in Accounting, Finance, Business Administration, or a related field.

- Previous experience in auditing, accounting, payroll or financial analysis is preferred.

- Knowledge of governmental accounting principles and practices is a plus.

- Strong analytical skills and attention to detail.

- Excellent communication and interpersonal skills, with the ability to work collaboratively with a diverse range of stakeholders.

-Grant writing experience or willingness to become proficient.

- Proficiency in accounting software and Microsoft Office applications, particularly Excel.

Working Conditions:

The Deputy Auditor will work in an office environment with standard office equipment. Occasional travel may be required for training or meetings.

Salary and Benefits:

Salary is commensurate with experience consistent with Millard County Step and Grade. Based on Skillset and Experience will Range within from Millard County Step and Grade from $19.18 to $28.09. Millard County also offers a competitive benefits package, including health insurance, retirement plans, and paid time off.

Application Process:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to the Bonnie Smith Millard County Auditor @ Bsmith@co.millard.ut.us.

Millard County is an equal opportunity employer and encourages applications from all qualified individuals.