

Shoshone County
Deputy Clerk – Auditor/Financial Control

Position Opening

Shoshone County is accepting applications for Deputy Clerk – Auditor/Financial Control for the Shoshone County Clerk’s Office.

This position reports to the County Clerk. Will provide guidance and assistance to Payroll Clerk, Accounts Payable Clerk, taxing districts in Shoshone County as well as other departments. Maintains general ledger, daily cash and deposits, perform all journal entries and auditors’ certificates. Balance monthly court, motor vehicle, auditors trust, juvenile justice and miscellaneous grant funds. Process and distribute motor vehicle and treasurers tax collection funds. Prepare and distribute monthly financials for all departments. Work directly with external auditor and perform all year end accruals and receivables. Build and maintain compensated absences and payroll budgeting spreadsheets. Reviews and tracks data from various taxing districts to assist Commission in setting levies for submission to the State Tax Commission (L-2’s). Set up new tax accounts and receivables for the new year. Back up other positions.

Applicant must have the following: High School diploma or equivalent, two (2) year accounting experience, OR equivalent combination of education and experience. Experience with Government Accounting desired. Proficient in MS Word and Excel, Outlook and Google Calendar and must be bondable. Must maintain high level of accuracy under time constraints. Pass a pre-employment drug test. A complete job description is available. Hourly \$20.69 to \$21.81 DOE. Full time position with benefits that include medical, dental, vision, and retirement.

The required application form may be obtained on the Shoshone County website, <https://shosonecounty.id.gov>, or from the Shoshone County Clerk and it must be returned to the County Clerk’s office, 700 Bank Street, Suite 120, Wallace, ID 83873 (208) 752-1264. Applications will be accepted until position is filled. Equal Opportunity Employer.