



FOSTER COUNTY

WE ARE HIRING

Open Position

Part - Time Deputy Auditor/Treasurer Foster County

Qualifications/Requirements

- Requires an Associate Degree or equivalent experience.
- 1 to 2 years of experience preferred.
- Customer service, organization and computer skills are required.
- Ability to maintain focus while working individually.
- Strong time management skills.

Summary of work functions consisting of but not limited to:

- Accounting and bookkeeping duties.
- Responsible for accounts receivables, election assistance, tax information and other duties as assigned.
- Provide customer service and information to the public in person, on the phone, by email, and through the mail.

An applicant who is a resident of North Dakota and eligible to claim veterans' preference must abide by the Department of Veterans Affairs guidelines and submit any documentation with an otherwise complete application.

**Submit resume and/or application
by mail or hand deliver to:**

***Ellen Roundy
Foster County Auditor/Treasurer
PO BOX 104
Carrington, ND
Phone: 701-652-2441***

Equal Opportunity Employer