

Are you a motivated self-starter looking for something new? Come join our team!

Bottineau County offers an excellent benefit package and a meaningful work environment! Bottineau County Auditor's office is seeking to hire a full-time Deputy Auditor I. Applicants must be able to communicate effectively with members of the public, handle multiple tasks, prioritize importance of work, and meet deadlines in a timely manner. Work involves processing deeds and other legal documents, intermittent payroll duties, operation of various software programs and standard office equipment. This position is responsible for processing routine billings and payments, maintaining basic bookkeeping records, preparing recurring reports, and assisting the Auditor with election process, commission reporting and other duties within the office. Must be detail oriented and possess a minimum two years experience working in an office environment. A complete job description and application is available online at www.bottineauco.com. Application deadline July 1st, 2022 or until filled. Salary DOE. Please include resume with application. EOE