Berkeley County Government
JOB OPENING – EXTERNAL POSTING

DEPUTY AUDITOR (PS101589)

DEPARTMENT: AUDITOR’S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Assist in the directing of day to day operations of the Department, staff supervision and departmental budget preparation. Supervise staff who prepare property tax bills, determine refund amounts, processes applications and calculations for tax exemptions, processes high mileage and appraisal appeals, and perform other functions relating to property tax bills. Supervise staff who inspect and evaluate personal property to determine fair market value for tax purposes, prepare/present appeals before the Department of Revenue and conduct field audits. Serve as primary contact with the Department of Revenue on all accounts involving fee-in-lieu which brings in millions of tax dollars to Berkeley County and the School District. Order and receive tax forms. Ensure that records are properly retained and disposed of in accordance with regulations and laws. Oversee balancing of all funds received by the Auditor's office. Must be able to exercise discretion and judgment in interpreting and adapting tax guidelines (or laws/statute). Work with the IT Department in recommending programming changes and upgrades to the county taxing computer program. Work closely with the Treasurer’s, Tax Collector’s and Real Property Services’ Offices. Prepare reports to other agencies as required by law. Assist in projecting revenues. Coordinate with the Department of Motor vehicles on processing vehicle tax issues. Act as the Auditor if the Auditor is not available as allowed by law. Perform other duties as assigned.

QUALIFICATIONS: Associate's degree in a related field and four (4) years related experience including two (2) years management/supervisory experience. Applicants must be detail oriented, and very accurate with financial transactions. Applicants should have excellent work histories and excellent references.

Must have and maintain a valid driver’s license for South Carolina with a safe driving record.

Must be able to multi-task, work independently and exhibit strong attention to detail with a high level of accuracy.

Must be able to exercise discretion and judgment in interpreting and adapting guidelines to specific cases or problems.

Experience in dealing with tax bills and real property issues.

Mainframe systems and advanced personal computer experience including Word and Excel.

Excellent communications skills, both oral and written.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Skilled in the operation of all basic office equipment.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:
This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
SAFETY INFORMATION/DUTIES:
This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:
This position is classified as exempt and reports directly to the County Auditor. This position works for an elected official whose expectations may include the selected candidate working an average of 40 hours per week on a regular basis. Must be flexible to work anytime during normal office hours Monday through Friday from 8:30 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on “Applicant Online” from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Deputy Auditor – Grade: 122
Entry Level Bi-Weekly Pay Range: $1953.81 - $2246.88

Date of Posting: 08/22/2017
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an “at-will” basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.