

Location: Auburn, IN

Department: Treasurer's Office

Position Type: Full-Time, 35 Hours per week.

Pay Rate: Salary is \$53,945 annually (after training)

Application Deadline: 11/07/2025

About the Role

The DeKalb County Treasurer's Office is seeking a highly motivated and detail-oriented **Chief Deputy** to support the Treasurer in overseeing departmental operations, ensuring financial accuracy, and leading special projects. This leadership role is ideal for candidates with a strong background in finance, accounting, and office administration who are ready to take on a dynamic and impactful position in local government.

This position will be considered "Chief Deputy in training" with a compensation rate of \$25/hour until successful completion of all required training. After completion of training this position will transition to a salary (exempt) position at the adopted wage ordinance rate. For 2025 the annual salary was \$53,945. The Chief Deputy Treasurer position has minimal, seasonal overtime.

This position occasionally travels out of town for training/conferences, sometimes overnight.

Key Responsibilities

- Serve as acting Treasurer in their absence, ensuring continuity of operations.
- Assist Treasurer with administrative department operations including daily bank reconciliation for multiple accounts, maintaining financial records, tax collection, investment tracking, and budget preparation.
- Supervise assigned staff including delegating daily tasks, providing corrective instructions, and communicating procedures.
- Lead and support special projects, including internal audits and process improvements.
- Receive money, record payments and issue receipts.
- Ensure compliance with legal and confidentiality standards in all departmental activities.

- Communicate with government agencies, vendors, and the public to resolve issues and provide accurate tax-related information.
 - Utilize Microsoft Excel and other Office tools to manage data, generate reports, and support decision-making.
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Qualifications

- Must have a minimum of 3+ years of financial and bookkeeping experience
 - High school diploma or GED required; Associate's or Bachelor's degree in Accounting, Finance, or Business preferred
 - History of strong leadership and supervisory skills with a commitment to team development
 - Familiarity with accounting terminology, cash handling and bank reconciliation
 - Excellent communication, organizational, and analytical skills.
 - Proficiency in Microsoft Excel and Office Suite; experience with financial software and databases is a plus.
 - Demonstrated ability to handle confidential information with integrity.
 - Experience in project management or leading special initiatives is highly desirable.
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To Apply:

Send your cover letter and resume to careers@co.dekalb.in.us subject line "Treasurer's Office".

****All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.**