



POSITION OPENING

City of Deadwood
Deputy Finance Officer

The City of Deadwood is accepting in-house applications for a full-time Deputy Finance Officer. DUTIES include but are not limited to managing City's billing for accounts receivable such as Building Improvement Districts and utilities. Works directly with water department for utilities and billing. Processes vouchers for payments and verify invoices for accuracy in amounts and general ledger accounts. Collect, receive, and account for revenues from all sources that arrive online, by mail, and at the physical office. Provides customer assistance via phone, email and in-person. QUALIFICATIONS: Must have diploma or GED equivalent and at least two years of related experience, relevant education, or a combination of each. Preference will be given to those with accounting experience and/or education. Attention to detail and being able to multi-task is crucial with this position.

Works under the general guidance of the Finance Officer. Please submit application with resume and cover letter to Deadwood Finance Office, 102 Sherman Street, Deadwood, SD no later than 3:00 pm on May 5, 2026. Wage is \$23.00 to \$25.00 per hour depending on education, experience, and qualifications. For a complete job description contact the Finance Office at (605) 578-2600. The City of Deadwood is an EOE.