

Financial / Office Clerk

Dakota Dunes Community Improvement District

Dakota Dunes Community Improvement District (CID) seeks a qualified applicant to fill the position of Financial / Office Clerk in Dakota Dunes, South Dakota. Dakota Dunes (CID) is a special purpose local governmental district with the responsibility of infrastructure operation and maintenance. The position will perform water and sewer utility billing, accounts payable, assist with the preparation of the financial information, and clerical duties (see the job description for a full list of duties). The qualified applicant will have a minimum of a high school or GED certification, prefer an associate's degree, undergrad degree or work equivalent.

Dakota Dunes (CID) offers a competitive and stable compensation package to include individual and family health insurance, participation in the South Dakota Retirement System and paid vacation and sick leave. This position is a permanent full-time non-exempt position. The wage range for this position ranges from \$18-\$23.00 per hour dependent upon qualifications including but not limited to education and work experience.

Applications can be obtained by contacting Dakota Dunes Community Improvement District at its offices at 335 Sioux Point Road Suite 200, Dakota Dunes, SD 57049, by visiting our website at <https://dakotadunes.com/local-government/jobs/> or by calling (605) 232-4211.

Applications will be accepted until close of business on August 15, 2025.

Dakota Dunes Community Improvement District is an Equal Opportunity Employer and subscribes to the provisions of the Americans with Disabilities Act. If you need special accommodations in applying for employment, please notify our offices at (605) 232-4211. A pre-employment drug screen will be required prior to employment. A confirmed positive drug screen will be basis for denial of employment.