

JEFFERSON COUNTY ENGINEER'S OFFICE

The Jefferson County Engineer's Office is seeking qualified applicants for the position of Office Manager. Position requires high school diploma or GED equivalent with a sufficient combination of training or work experience in Business, Accounting or in the Administrative Office Assistant field.

Must be organized and have strong written/verbal communication skills.

Computer literacy in Microsoft Office and Excel and ability to learn other accounting software is required.

Familiarity with the Eden Accounting platform is preferred.

Responsibilities include, but are not limited to, accounts payable/accounts receivable, payroll, accounting financial duties, permit processing, record keeping, assisting in the annual budget, and office support duties.

Must be able to work independently with minimal supervision.

Ability to deal with the public in a professional and courteous manner is essential.

Compensation begins at \$26.21/hr. increasing dependent on education, skills, and experience. An excellent benefit package is included.

Submit cover letter, resume, and completed application to the Jefferson County Engineer, 901 N. 8th Street, Fairfield, IA 52556.

Application and job description can be obtained from our office. It may also be found at: <https://jeffersoncounty.iowa.gov/>

Applications accepted beginning immediately, continuing until the position is filled.

Applicants will be subject to a pre-employment physical examination, including drug testing. Jefferson County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, creed, sex, sexual orientation, gender identity, age, national origin, status of military veteran, disability, or any other characteristic protected by local, state, or federal law

Posted: April 25, 2022