

AUDITOR OF JEFFERSON COUNTY
AND COMMISSIONER OF ELECTIONS
SCOTT RENEKER



Jefferson County Courthouse
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CAREER OPPORTUNITY

Accounting Clerk

Jefferson County Auditor's Office

The Office of County Auditor for Jefferson County, Iowa has an opening for a full-time, full-charge Accounting Clerk whose primary responsibilities will be preparation of the general ledger, accounts payable, monitoring of budgeted expenditures and payroll.

Additional responsibilities of the position include managing voter registration using the I-Voters database, also occasional reception and other duties as assigned. This position also has the potential to acquire HR and employee benefit duties.

Successful applicant will be a well-organized, thorough and computer literate individual who will be responsible for accurate data entry, proofing, reconciling and development of new accounting procedures as we transition to new software.

Pay is projected to start in the \$42,000 - \$45,000/year range with IPERS and health insurance benefits. Please apply by filing a resume with cover letter in the Auditor's Office. Applications will be accepted through May 5th with a projected hiring date in the second week of May.

Jefferson County is an Equal Opportunity Employer