

NOTICE

UNION COUNTY AUDITOR'S OFFICE

Open: Full-Time Payroll/Accounts Payable Deputy Position

Applicant Abilities:

Excellent verbal and written communication skills.

Have proficient computer skills (excel spreadsheets, word and outlook).

Able to multi task.

Attention to detail and ability to deal tactfully with the public and employees.

Sound and professional judgment in handling of sensitive information.

Knowledge of Payroll and Accounts Payable.

Minimum Qualifications:

High School graduate or GED and two years of business-related experience. Experience with scanning, copying, filing, calculator, phone customer service and other general office duties.

Applicants should submit a Union County Employment application, cover letter and resume in person at the Union County Auditor's Office or

Via mail to

Sandy Hysell, Union County Auditor

300 N Pine St Suite #2

Creston, IA 50801

The application is available at the Auditor's Office or on our website www.unioncountyiowa.gov.

Application deadline is 4:30 pm on February 3rd, 2023.

(Union County is an equal opportunity employer)