

JOB OPPORTUNITY

Guthrie County Deputy Auditor

Guthrie County Auditor's Office is seeking a full-time Deputy Auditor. This is a full-time salaried position with a normal work schedule from 8:00 AM to 4:30 PM Monday through Friday. Duties will include:

- Accounts payable and receivable
- State and Federal reporting
- Elections as well as voter registration and maintenance of those records
- Other responsibilities as assigned by the Auditor.

Qualified candidates should have any combination of experience and training which demonstrates the knowledge and experience to perform the work as well as a HS Diploma or GED. Candidates must be able to provide excellent customer service via telephone or face to face communication and work cooperatively with other Guthrie County offices. Candidates must have the ability to operate all modern office equipment & multiple software programs, including Microsoft Word and Excel. Candidates must be detailed oriented and able to accurately enter data.

Compensation will be a salary, dependent upon qualifications and education, as well as a benefit package available to all Guthrie County Employee. Applications will be available at the Auditor's Office or you may submit a cover letter with resume and references to the Guthrie County Auditor, 200 N. 5th Street, Guthrie Center, IA 50115 or to guthrieauditor@netins.net. You may direct any questions to Marci L. McClellan via email or by calling (641) 747-3619. The deadline for submission is 10 February 2017 at 4:30 p.m. Guthrie County is an equal opportunity employer.