

FULL-TIME POSITION AVAILABLE
DELAWARE COUNTY AUDITOR'S OFFICE

The Delaware County Auditor's Office has a full-time entry level opening within its Payroll/Human Resources/Accounting Department.

Ideal candidate for this position will be **an honest, hardworking, detail oriented, self-motivator with excellent written and oral communication skills**. Candidate must be well organized, able to work independently and possess excellent people skills. Position will deal with accounting, human resource and payroll functions of the office including, but not limited to accounts payable, bi-weekly payroll generation for 100+ employees, report filing, ACA compliance tracking and reporting, workers' compensation claims, personnel policy compliance, COBRA management, administration of collective bargaining agreements, and interpretation and application of employment related legislation. Position will also involve customer service, data entry, filing, election administration and other general duties of the office.

Candidate must possess excellent communication skills, both oral and written, proficient computer and math skills, and have the ability to maintain confidentiality. Prior public sector human resource experience helpful but not required.

This is a full-time, at-will position with an excellent benefit package. Beginning salary will depend on experience level and overall qualifications.

Interested candidates must return a completed employment application to the Delaware County Auditor's Office at 301 E Main St Room 210, Manchester, IA 52057 no later than Monday, December 18, 2017 at 4:30 pm. Employment applications are on the county's website at www.co.delaware.ia.us or can be picked up in the Auditor's Office located on the main level of the courthouse at 301 E Main Street Room 210 in Manchester.

EQUAL OPPORTUNITY EMPLOYER: Delaware County is an Equal Opportunity Employer. It is our policy to abide by Federal and State laws prohibiting discrimination. All applicants will be considered without regard to a person's race, color, creed, national origin, religion, age, sex, sexual orientation, gender identification, marital status, disability, or any other status as protected by law.