

POSITION AVAILABLE
Cass County Auditor's Office
Auditor's Clerk

The Cass County Auditor's Office is seeking applications for a full-time Auditor's Clerk. Work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Starting pay dependent on experience and qualifications.

Duties include performing review of claims and data entry related to accounts payable; assisting in the administration of elections and any other duties that may be assigned by the Auditor including work related to the transfer of real estate property and maintenance of real estate files; and work with payroll.

Previous experience working with governmental processes related to accounts payable; real estate and the ability to read and interpret legal descriptions; and experience with payroll are a plus.

Applications are available online at www.casscountyiowa.us or in the Cass County Auditor's Office. Qualified applicants need to complete a job application and a resume with a cover letter; and file them in the Auditor's Office. Position open until filled.

Cass County Auditor's Office
Attn: Dale Sunderman, Auditor
CASS COUNTY COURTHOUSE
5 W 7TH ST
ATLANTIC IA 50022