



Human Resources Department

Account Clerk II - Payroll

The Johnson County Auditor's Office seeks a full-time Account Clerk II- Payroll to perform clerical and technical duties involving a variety of functions requiring considerable judgment. Process accounting or real estate transactions and maintain accurate financial and other records. Check to verify appropriateness of entries; perform several types of computation including complicated calculations that involve formulae or a specific sequence of actions. Provide leadership and training to temporary employees. .

Minimum requirements: Bachelor's degree with coursework in accounting; OR any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Starting pay is **\$22.32- \$26.79/hour** plus outstanding benefits package. To learn more about the Account Clerk II - Payroll position and apply, please visit our website, www.johnsoncountyiowa.gov. Applications will be open until filled.

Resume and cover letter must be attached to online application.

AA/EOE