

Job Posting: Part-Time Budget, Finance & HR Clerk

The County is seeking a detail-oriented **Part-Time Budget, Finance, and HR Clerk** (up to 30 hours per week). This role assists with budget development, financial reporting, banking and audit support, payroll processing, personnel records, and compliance with state and federal regulations. The position works closely with elected officials, department heads, and the Board of Supervisors.

Key Responsibilities:

- Assist with annual budget preparation and monitoring
- Support financial reporting, forecasting, and expenditure/revenue tracking
- Help maintain payroll records, personnel files, and HR compliance
- Assist with banking, debt obligations, accruals, and audit materials
- Perform additional duties as assigned by the Board of Supervisors

Qualifications:

- High school diploma or equivalent; further education or degree in finance, accounting, or HR preferred
- Experience in government finance and/or payroll is a plus
- Strong attention to detail, confidentiality, and organizational skills
- Strong computer, Microsoft programs, & Accounting software proficiency
- Effective communication and teamwork skills

Application Process:

Interested candidates should submit a resume, cover letter, and proof of veteran status (copy of DD214 if applicable) to attention: Board of Supervisors

Email: auditor@montgomerycountya.gov or

Mail to: Montgomery County PO Box 469, Red Oak, IA 51566,

Drop Box location: 105 E. Coolbaugh St. Red Oak, IA 51566

Applications may be picked up at the Auditor's office or online at <https://montgomerycountya.gov> under "Employment & Volunteer Center"

Please deliver in person, by mail to the above address, or email

Deadline is until filled.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. We proudly support veterans hiring preference under Iowa Code Chapter 35C.

