

JOB DESCRIPTION
IOWA STATE ASSOCIATION OF COUNTIES
Staff Accountant

Overview:

The Staff Accountant primarily supports the Iowa County Treasurers E-Commerce Alliance (ICTEA) and assists with ISAC's daily fiscal operations. The position also provides general office support, including answering phones and assisting with other needs as they arise. This position reports to the Controller.

Responsibilities

- Perform daily reconciliations for the Iowa County Treasurers E-Commerce Alliance (ICTEA)
- Investigate and resolve reconciliation discrepancies in a timely manner.
- Assist in processing disbursements for ICTEA
- Assist with audit support at year end
- Help ensure efficient and effective management of the association's fiscal activities, such as: accounting operations, collections, reporting and other accounting duties as assigned.
- Process and maintain accounts payable, accounts receivable, deposits, and payroll transactions.
- Perform other Ad Hoc financial projects that arise from different situations
- Assist office staff with other duties

Qualifications:

- Degree in Accounting, Finance or related field
- Ability to manage multiple projects, activities and tasks simultaneously
- Ability to manage and meet deadlines
- Highly developed verbal and written communication skills
- Experience with Microsoft Business Central preferred, but not required
- Proficient with Microsoft Office products (Excel, Word, Outlook, etc...)

Interested candidates should send their resume with a cover letter to jobs@iowacounties.org. This job posting will close on September 25, 2026.