

**1 FULL TIME POSITION
HOWARD COUNTY AUDITOR'S OFFICE – FINANCE DEPARTMENT**

Advertising for one full-time positions with benefits. 35 hour work week. Hourly wage equivalent to other full time wages paid by Howard County Government.

Education: Must have a high school diploma or equivalent, and additional education or experience in office work and bookkeeping/accounting. A degree in accounting, finance, and/or business is desirable but not mandatory.

Duties: Mid-level governmental accounting and miscellaneous office/clerical work. Processing of receipts disbursements, etc. Ability to understand and manage work in financial software systems, and ability to process word and excel documents. All work requires courteous customer service skills.

Dress Code: Business attire

Work Hours: Open 8:00 a.m. to 4:00 p.m., Monday through Friday.

Please submit your resume to the Howard County Auditor's Office, 220 N. Main St., Room 222, by Friday, January 4, 2019, or call 456-2804 or 456-2215 for an appointment. Please ask for Martha. You may e-mail your resume to Martha.lake@howardcountyin.gov

If you are interested in this position, you must file, or have on file, a job application in the Howard County Personnel Office, 220 N. Main St. The phone number is 456-7010.

Thank you,
Martha Lake
Howard County Auditor

Howard County is an Equal Opportunity Employer