

NOTICE OF POSITION AVAILABLE

ASSISTANT FINANCE OFFICER – HOUSE OF REPRESENTATIVES

Starting Salary Range: \$33,716 - \$48,131

Assistant Finance Officer will work under the general administrative direction of the Chief Clerk of the House and directly under the Senior Finance Officer. General duties are to maintain accounts and financial records in an established accounting system. Assistant Finance Officer will assist in payroll, personnel records, benefit and health insurance management, accounts payable and receivable, unemployment claims, workers' compensation reports, collection and payment of mileage claims, preparation and distribution of W-2 forms, collection and payment of bills, and preparation of other financial reports as requested.

A successful candidate will possess strong problem-solving skills and the ability to multi-task and work well with a variety of people. The candidate must possess attention to detail and accuracy abilities, excellent writing skills and legible handwriting. The candidate should be proficient in Excel and possess the ability to use a 10 key calculator. Knowledge regarding health insurance benefit systems and experience with the I3 billing, budgeting and payroll system is preferred. The duties require additional work hours from November to February. The Assistant Finance Officer will work with legislators of both political parties and must remain strictly non-partisan in the performance of all duties.

Associate degree or two years' clerical accounting experience required. Salary commensurate with the chosen applicant's level of education and experience relevant to the position. Please submit resume and cover letter to: Iowa House of Representatives, Chief Clerk Carmine Boal, 1007 E. Grand Avenue, Des Moines, IA 50319.

The House of Representatives is an equal opportunity employer. The application deadline is August 31, 2017.