

Part-time Accounting Clerk

DUTIES AND RESPONSIBILITIES:

The non partisan Legislative Services Agency is seeking a part-time accounting clerk. The selected candidate will maintain records on purchases, payrolls, expense claims, budgets, leave of the LSA staff, and inventory, and process all forms connected with them. The job offers a flexible work schedule, and a starting salary of \$18 per hour. It is anticipated that the job would be 16 to 24 hours per week.

DESIRED SKILLS:

Knowledge of accounting principles, ability to classify accounting transactions, prepare reports and statements, acquire knowledge of changes or specialized procedures of state accounting. Experience with computer systems and knowledge of data processing applications required. Graduation from high school or G.E.D. equivalency and two years of clerical accounting experience required.

CONTACT:

Applicants should submit a resume and cover letter to the Legislative Services Agency, online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. The application deadline is October 24, 2014.