

## Part-Time Office Staff/Finance Assistant

City of Boone, Iowa is requesting applications for the position of a Part-Time Office Staff/Finance Assistant. Applicants should possess a high school diploma and knowledge of basic business mathematics and generally accepted accounting principles (preference given to education supplemented by college level courses in accounting or work equivalent). Organization skills and attention to detail are critical. The successful candidate will be proficient in meeting deadlines and operating a personal computer (Microsoft Excel, Word, and Outlook will be used extensively). Candidate must be a self-starter, capable of multi-tasking, and have excellent written and verbal skills. Responsibilities include but are not limited to payroll, accounts payable, customer service, water and sewer utilities, counting money, and ability to answer questions in regards to, accounts payable, payroll, and human resource in the absence of the City Clerk/Finance Officer. This is a part-time position primarily working Monday thru Friday 10-3, dependability is a must. Pay is DOQ/experience. Applications are available at [www.boonegov.com](http://www.boonegov.com), or at the City of Boone, Central Business Office located 923 8<sup>th</sup> Street, Boone, Iowa. Applications with resume and three business references may be submitted to: Ondrea Elmquist, City Clerk/Finance Officer, 923 8<sup>th</sup> Street, PO Box 550, Boone, IA 50036 by August 24, 2015. For additional information you may call (515) 432-4211 ext 104 or email [oelmquist@city.boone.ia.us](mailto:oelmquist@city.boone.ia.us) (applications may also be emailed).