

## Rush County Auditor's Office

Full Time Deputy Auditor/Payroll

35 Hours per week COMAT III position

Benefits available after probation period

Successful applicant must possess the following qualities: HS diploma or GED. Associate Degree in Accounting preferred.

Ability to meet employer qualifications and pass a drug screen.

Working knowledge of accepted public administrative and accounting principles. Calculate and process various income tax deposits, such as federal, state and county taxes, FICA, and Medicare, including preparing and submitting related reports according to legal requirements and guidelines.

Experience in Payroll and reporting preferred

Ability to learn and use payroll computer software.

Financial and budgeting Skills

Resume with a letter of interest may be sent to Tony Personett:

[tpersonett@rushcounty.in.gov](mailto:tpersonett@rushcounty.in.gov)