

Rush County Auditor's Office

Full Time Deputy Auditor/Auditor Assistant

35 Hours per week COMAT III position

Benefits available after probation period

Successful Applicant must possess the following qualities: HS diploma
Or GED

Ability to meet employer qualifications and pass a drug screen

Knowledge of grants and their processes. Knowledge of payroll, accounts payable, property records, and deeds. Ability to communicate effectively with co-workers and the general public. All other duties assigned by the Auditor.

Experience in financial records is preferred.

Grant Experience is a plus.

Ability to use financial software is preferred

Job Posting is Open until June 10, 2022

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

tpersonett@rushcounty.in.gov