

Auditor's Office

BOOKKEEPER/CLAIMS

Seeking an enthusiastic, self-motivated, hardworking problem-solving person with a strong work ethic for the role of Bookkeeping/Claims position.

This position oversees the work of all Vanderburgh County employees that process claims to be paid by the County. Office Holders, Department Heads and Bookkeeper's claims that are required to make payments for goods, services, contractual obligations etc. are reviewed by this position. The position also determines if a payment should be authorized by following proper Indiana Code, County Ordinance or Resolution, County Contracts, or the Employee Handbook. Claims often have errors or omissions of documentation and must be resolved before payment can be made. County departments must be contacted by meeting, e-mail, or telephone in order to correct the issues. This position must strive to ensure clear Indiana State audits and IRS audits for Vanderburgh County. It is the duty of this position to keep watch for the best and proper use of budget and expenditures in order to prevent misuse of funds. The position also backs up the Accounts receivable bookkeeper in receipting revenue to the proper County funds.

Job Type: Full-time, 40 hours per week.

Salary: Starting initiation rate: \$16.0981. After 6 months, \$16.8659

Schedule: Monday to Friday

Experience: Microsoft Office products (1-3 years), bookkeeping skills (preferred), data entry, and good communication skills (1-3 years).

Work Location: Civic Center Complex, Room 208

Benefits: Full Benefit package provided including 14 paid holidays, vacation and sick time, Pension Plan, 457B Plan, and health insurance.

Contact:

Sam Garau

Chief Deputy Auditor

812-435-5467