



Employment Opportunity

Position: Office Manager / Accountant

Roseau County is accepting applications for an Office Manager/Accountant. This is a regular full-time (40 hours per week), benefited, non-exempt position. This is a Grade 6 position with a starting wage of \$21.22 per hour, commensurate with experience.

Under the general supervision of the County Highway Engineer/Assistant County Engineers, essential duties of this position include a variety of highly responsible, varied and complex, and specialized knowledge and understanding of State and Federal highway financial system operations, along with the coordination and administration of the general financial operations of the Highway Department's \$8 million annual budget. Additionally, this position maintains perpetual inventory systems for purchases and withdrawals within the Department, maintains personnel and contractual records for annual activities, performs general office management duties, and directs/coordinates the administrative functions of the Department. This position requires excellent financial and mathematical skills along with proficiencies in Microsoft Office Suite applications. Desired individual will have demonstrated professionalism and tact in communications with a diverse clientele, strong organizational and time management skills, acute attention to detail, and the ability to work well with staff and the general public.

Minimum qualifications include a Bachelor's Degree in Accounting, or related field, and at least three years of related experience.

Applications may be obtained from the County Coordinator's Office by email at annmarie.miller@co.roseau.mn.us; from the Roseau County web site at <http://www.co.roseau.mn.us> or by calling 218-463-4248. Completed applications, along with cover letter and resume, may be submitted to: County Coordinator's Office, 606 5th Ave SW, Room 131, Roseau, MN 56751. The closing date is **April 20, 2018**.

ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER