

The Shelby County Engineer's Office will take applications until 3:30 p.m. on December 5, 2025 or until position is filled, for qualified applicants for the position of Office Manager & Solid Waste Agency bookkeeping. Position requires high school diploma or GED equivalent. Must be organized and have strong written/verbal communication skills. Computer literacy in Microsoft Office 365 and ability to learn other accounting software is required. Responsibilities include, but are not limited to, accounts payable/accounts receivable, payroll, accounting financial duties, permit processing, record keeping, and office support duties. Must be able to work independently with minimal supervision. Ability to deal with the public in a professional and courteous manner is essential. Wage dependent on education, skills and experience. The successful candidate will be subject to a pre-employment physical and drug test. Applications are available at the County Engineer's Office, 1411 Industrial Pkwy. Harlan, IA 51537 or at www.shelbycounty.iowa.gov