

Times Vedette

<https://gctimesnews.com/job/payroll-clerk-at-adair-county-auditors-office/>

Payroll Clerk

Qualifications

Successful applicants must have very good organizational skills, math skills and customer service skills.

Successful candidates must have a high school diploma or GED as a minimum. Graduation from an accredited college, university, community college or technical school is preferred.

Past payroll and human resource experience is preferred.

Contacts

Applications with complete job description are available at Adair County Auditor's Office or at <http://www.adaircounty.iowa.gov>

Please submit a cover letter, resume and completed application to the Auditor's office at 400 Public Square, Suite 5, Greenfield, IA 50849 or email to auditor@adaircountyiowa.org by 430 p.m. Friday, August 14, 2026.

Postmark does not count and emails must be in the inbox by 4:30 p.m. Late or incomplete applications will not be considered.

E.O.E. Post job offer pre-employment drug test, background check and physical required

Hiring organization

Adair County Auditor's Office

Employment Type

Full-time

Date posted

August 3, 2026

Valid through

01.09.2026