

OPERATION THRESHOLD

Serving Black Hawk, Buchanan and Grundy Counties

www.operationthreshold.org



CENTRAL OFFICE
P.O. Box 4120
1535 Lafayette Street
Waterloo, Iowa 50704
(319) 291-2065

Community Services
Family Development
Energy Assistance
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(319) 291-2065

WIC
(319) 233-1851
(800) 643-1629

Fax (319) 235-1518

**BUCHANAN
COUNTY OFFICE**
1707 First Street E. - 3
Independence, Iowa 50644
(319) 334-6081
Fax (319) 334-9289

**GRUNDY
COUNTY OFFICE**
1606 G Avenue
P.O. Box 41
Grundy Center, Iowa 50638
(319) 824-3460
Fax (319) 824-5928

12/12/18

POSITION OPENING

Accounting Clerk

Operation Threshold is seeking applicants for the position of Accounting Clerk (internally titled Fiscal Specialist). This is a full-time position supporting the accounting dept. and eligible for full benefits including IPERS. Primary duties will include working with accounts payable and accounts receivable, creation of journal entries, data entry and other general accounting functions. Requires a minimum of an AA degree in accounting or related field, experience in accounts payable & receivable, strong organizational, communication & math skills, accuracy and attention to detail. Experience in non-profit accounting is preferred. Submit resume to: Human Resources, Operation Threshold, PO Box 4120, Waterloo, IA 50704 or cboche@operationthreshold.org EOE