



101 Robins Street • PO Box 519 • Graettinger, IA 51342 • www.udmo.com • EOE

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POSITION AVAILABLE:

Full-time Accounting Clerk-I to work at Central Admin Office in Graettinger, IA. Preferred qualifications include AA degree in Accounting or equivalent experience, require strong computer knowledge and ten key proficiency along with data entry skills. The successful candidate will also possess excellent verbal and written communication skills, professional office skills and also have the ability to multi-task. UDMO offers a comprehensive benefit package with numerous paid holidays. For application and job description, visit www.udmo.com or contact HR Director, Upper Des Moines Opportunity, Inc., PO Box 519, Graettinger, Iowa 51342 (712) 859-3885. Position open until closed. E.O.E.