

Position: DEPUTY TAX OFFICER

Type: Full Time, Non-Union(Hourly, Non-Exempt)

Description:

Primary duties listed  below.

- Answering multiple line phone system
- Manage accounts payable and receivables of the 1st Circuit Probation, including funds transfer, data entry, and reporting.
- Tracking and collecting information regarding bankruptcies.
- Assisting with all areas of the tax cycle (accept payments, balance drawers, answer questions or direct to proper department, process mail, tax certifications, etc.).
- Assisting the Chief Deputy Tax Collector in their duties.

Educational Requirements: High School Diploma

Job Requirements: Basic Math and Money Handling Skills

Desired Skills/Qualifications:

- Good interpersonal skills
- Data entry experience
- Accounting
- Previous banking experience (teller, processing, etc.)
- A/P, A/R experience
- Bookkeeping
- Intermediate experience with Word and Excel
- Ability to work in a demanding environment and work with hard deadlines
- Attention to detail
- Ability to multi-task

Compensation: Minimum starting wage \$15.00/hr. plus excellent benefits (Health Insurance, IL Municipal Retirement Fund, Paid Time Off, etc.) Pay is commensurate with experience and skill set. Work week is 35 hours per week.

To apply, send resume & cover letter, or Williamson County Application (www.williamsoncountyil.gov) to:

Williamson County Treasurer
407 N. Monroe, Suite 104
Marion, IL 62959

Or Email to: treasurer@williamsoncountyil.gov

Williamson County Treasurer's office is an equal employment opportunity employer