



MORGAN COUNTY

MORGAN COUNTY TREASURER

Crystal L. Myers

300 WEST STATE STREET

JACKSONVILLE, IL 62650

Phone: 217-243-4311

Email: treasurer@morgancounty-il.com

Deputy Treasurer Opportunity Available

Description

The Morgan County Treasurer's Office has an immediate opening for a Deputy Treasurer. We are searching for a team player that will work cooperatively and effectively with the public and other employees. This employee must be dependable, accurate, and trustworthy.

Qualifications

- Reside in Morgan County
- High school diploma
- Excellent mathematical and problem-solving skills
- Experience in banking or bookkeeping preferred
- Basic proficiency in Microsoft Outlook, Excel, and Word
- Exceptional communication and customer service skills
- Ability to multi-task in a fast-paced work environment
- Ability to lift and carry work materials weighing up to 30 pounds

Job Duties

- Collect tax payments and post to accounts
- Balance cash drawer
- Review and reconcile all tax payments for accuracy to prepare daily deposit
- Assist taxpayers in person and over the telephone
- Receipt County revenues to the correct funds and prepare deposits
- Prepare online bank account transfers and cut checks for payroll transfers
- Reconcile bank accounts and balance funds monthly
- Process Accounts Payable for 911
- Meet all office-imposed deadlines relating to assigned work
- Maintain accurate and neat records
- Provide courteous and accurate information to all who enter or call the office
- Other duties as assigned

Benefits

Benefits include: paid time off, insurance package (health, dental, vision, and life), and IMRF retirement

Starting Salary

Anticipated starting salary: \$40,000 - \$42,000 (35-hour work week)

Qualified candidates should send a resume to treasurer@morgancounty-il.com. Resumes may also be dropped off or mailed to: Morgan County Treasurer, 300 W. State Street, Jacksonville, IL 62650.