

## **WHITESIDE COUNTY TREASURER-COLLECTOR**

**Job Title:** Deputy Treasurer-Collector

Pay Grade: 26 (hourly rate minimum \$11.40 – maximum \$19.96)

Work Time: Full time position 75 hours per pay period

Subject to a background check.

Those interested may submit a cover letter, resume and a county application (can be obtained from the county website [www.whiteside.org](http://www.whiteside.org)). Accepted by mail or in person through close of business, March 26, 2018, at the following address:

**Darlene F Hook  
Whiteside County Treasurer-Collector  
200 East Knox Street  
Morrison IL 61270**

**Department:** Whiteside County Treasurer-Collector

**Job Summary:** Performs particular demands of the job of the County Treasurer-Collector's office relating to the collection and distribution of real estate and mobile home taxes.

**Primary Duties & Responsibilities:**

- Receives, opens, sorts and processes mail
- Responds to inquiries from the public, both in person and via telephone
- Compiles data for various monthly report
- Handle cash and cash receipts
- Receives monies from other county offices, prepares and maintains financial records
- Process accounts payable banking and general ledger entries
- Process payroll banking and general ledger entries
- Receives payment for taxes through bank deposits, mail, over the counter and credit card
- Maintains records of advance payments for real estate and mobile home taxes
- Maintains records of Senior Citizen Tax Deferral Program
- Assist in data entry of tax payments, produces corresponding computerized reports
- Assist the Chief Deputy Treasurer and performs related work as required
- Prepares bank deposits and reconciles bank statements

**Qualifications:**

- Minimum of high school graduate or equivalent required
- One or more years of related office experience
- Banking experience preferred
- Knowledge of general accounting procedures and proficiency in mathematics
- Use of general office equipment – computer, keyboard, mouse, barcode scanner, copy machine, typewriter, calculator, fax machine, paper shredder, microfilm machine
- Dedicated to accuracy, dependability and confidentiality
- Organizational skills and willingness to learn new skills
- Must be able to work under pressure and time constraints