

**County of Grundy – Job Posting
Treasurer’s Office**



Date of Posting	September 7, 2021
Applications Accepted	Posted Until Filled
Job Title	Deputy Treasurer
Reports to	Treasurer
FLSA Status	Non-Exempt, Full-Time, 40 hours per week
Rate of Pay	\$15.00 - \$17.50

SUMMARY

Under general supervision, receives and processes property tax payments. Responds to property tax and general collections inquiries from the general public, mortgage and title companies, local banks and various tax buyers. Monitors, balances, and reconciles related accounts, and assists with tasks related to payroll liabilities, accounts payable & receivables and all other general office duties. The Deputy Treasurer is deputized by the County Treasurer.

- Verify and process electronically all federal and state withholdings for the County, 911, and VAC and create all other payables related to payroll liabilities.
- Receive and receipt real estate tax payments and general fund monies received by mail, over the counter or by wire transfer and ACH.
- Prepare invoices and process all accounts payable checks for the County, and generate reports for the finance committee and the County Board.
- Field incoming calls from varies entities including but not limited to tax buyers, mortgage/title companies, banks and tax payers assisting with any questions related to the Treasurer’s office.
- Greet, screen, direct and assist customers in person and over the phone. Provide information on Treasurer’s office procedures, answer questions and respond to complaints in a professional manner.
- Work with Circuit Clerk’s office to prepare and process petit and grand jury checks.
- Assist in the annual generation, mailing and collection of mobile home and real estate taxes, including mail pick up from the post office and sorting and distributing as needed.
- Post and maintain records of tax payments and adjustments, including online web payments.
- Assist in reviewing reports for accurate publication of delinquent real estate and mobile home taxes. Assist in daily balancing of tax collector account.
- Assist external auditors with settlement of accounts as they relate to tax distribution, bank reconciliations and any other documents that relate to Treasurer’s office.
- Review, prepare, and process all 1099’s for all County vendors and contractual employees.

QUALIFICATIONS

Ability to explain and direct tax payers on the course of action to take if there is a problem with a tax bill; manually figure and explain taxes as it relates to assessment and exemptions with respect to township tax rates. Ability to pay close attention to detail, accuracy and neatness; handle stressful

situations with property owners; compose routine correspondence and other reports; prioritize workload and be organized; have a good work knowledge of general office procedures and office equipment, including but not limited to PC's and software applications, specific to the Treasurer's Office, copier, scanner, multi-line telephone, voice mail, FAX, and 10-key calculator. Individual must have basic principles and practices of bookkeeping, financial record keeping and reporting.

Ability to learn pertinent state and federal laws, codes and regulations including administrative and departmental policies and procedures; interpret and apply bookkeeping principles and procedures involved in maintaining the control of records. Maintain a variety of financial records and files; perform mathematical calculations quickly and accurately; understand and follow oral and written instructions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) is required. Two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

The ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence. Effectively present information in one-on-one and small group situations to customers, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense to carry out written or oral instructions. The ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands and fingers. The employee frequently is required to talk and listen. The employee is occasionally required to walk, sit and reach with hands and arms.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with "**Deputy Treasurer**" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).