

Help Wanted

Currently Hiring:

Monroe County Treasurer's Office

Office Clerk

Specific duties and qualifications:

- Be computer literate including Microsoft Word, Excel, and Outlook.
- Be able to learn and navigate the Blackbaud Financial Edge accounting software.
- Be trustworthy and responsible with Monroe County taxpayer issues.
- Have excellent communication skills both orally and written.
- Be able to learn and navigate the tax collection program.
- Be able to balance and reconcile tax collection payments from electronic funds, personal checks, credit cards, and cash.
- Be able to learn and follow the Illinois Property Tax Code.
- Experience with office equipment and ten-key calculators.
- Knowledge and ability to utilize Quickbooks.

Applicants should have multi-year office experience in one or more of the following: accounts receivable, accounting, banking and/or real estate transactions. A high school diploma is required, but additional education and work experience is preferred.

Monroe County offers an outstanding retirement (IMRF) and benefit package.

For more information, please visit the County's website www.monroecountyil.org under Employment.

Send cover letter and resume to attention Missy Whittington mwhittington@monroecountyil.gov

Monroe County is an Equal Opportunity Employer

