



David E. Wolters

Mercer County Treasurer's Office  
101 N. Main Street, #201  
Celina, OH 45822  
Phone # 419-586-2259  
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**MERCER COUNTY TREASURER**

**Deputy Treasurer  
Mercer County Treasurer's Office  
Full-Time**

**Primary Responsibilities:**

Daily receipting of revenue activity for all county offices. Reconcile and prepare financial reports to balance with Auditor's offices.

Invoice, receipt, reconcile, balance, and report all monetary activity for Real Estate and Mobile Home taxes. Managing multiple payment methods including on-line, ACH, and credit card options. Approximately 29,000 parcels collecting \$49 Million in taxes annually.

Assist with transactional activity related to financial institutions and investment firms.

Being attentive to daily cash flow requirements within the county including warrants and payroll activity.

Providing excellent customer service to the citizens of Mercer County.

**Qualifications:**

Applicant must be a team player, have excellent organizational skills, be attentive to details, and able to manage multiple deadlines. Additionally, candidate must have excellent verbal and written communication skills.

Position requires prior banking, accounting, and or business office experience. Must be competent in computer applications including Microsoft office.

**Resume:**

Please email, mail or deliver by October 10, 2021, to: Mercer County Treasurer, Mercer County Courthouse, 101 North Main Street, Room 201, Celina, Ohio 45822. Email address: [dave.wolters@mercercountyohio.org](mailto:dave.wolters@mercercountyohio.org).

**Compensation:**

Wages commensurate with experience. Mercer County is an equal Opportunity Employer and offers a comprehensive benefit package.