



David E. Wolters

Mercer County Treasurer's Office
101 N. Main Street, #201
Celina, OH 45822
Phone # 419-586-2259
Fax # 419-586-4319

MERCER COUNTY TREASURER

Deputy Treasurer Position

Mercer County Treasurer's Office

(Full-Time or Part-Time)

Primary Responsibilities:

Daily receipting of revenue for all county offices. Reconcile and prepare financial activity reports.

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.

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

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

Providing excellent customer service to the citizens of Mercer County.

Qualifications:

Applicant must have a great attitude, work well in a small group setting, enjoy working with the public, 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.

Prior banking, accounting, and or business office experience is preferred. Must be competent in computer applications including Microsoft office.

Resume:

Please email, mail or deliver to: Mercer County Treasurer, 101 North Main Street, Room 201, Celina, Ohio 45822. Email address: dave.wolters@treasurer.mercercountyohio.gov. Office hours: Monday 8:30AM- 5:00PM, Tuesday thru Friday 8:30AM- 4:00PM.

Compensation:

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