



David E. Wolters

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

## Deputy Treasurer Position

**Mercer County Treasurer's Office**  
( 25-33 Hrs. per week)

### **Primary Responsibilities:**

Receipting of revenue for all county offices. Reconcile and balance financial activity.

Receipt, reconcile, balance, and report all monetary activity for Real Estate and Mobile Home taxes. Work with multiple payment methods including on-line, ACH, and credit card options.

Providing excellent customer service to the citizens of Mercer County.

### **Qualifications:**

Applicant must be attentive to details, have a great attitude, work well in a small group setting, enjoy working with the public, and have excellent organizational skills. Additionally, must be able to multi-task, and have excellent verbal and written communication skills.

Prior administrative office, accounting experience is preferred. Must be competent in computer applications including Microsoft 365 office.

### **Resume:**

Please email to: [dave.wolters@treasurer.mercercountyohio.gov](mailto:dave.wolters@treasurer.mercercountyohio.gov), or mail to: Mercer County Treasurer, 101 North Main Street, Room 201, Celina, Ohio 45822.

### **Compensation:**

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