

Whitley County Government
Part Time
Treasurer's Office

Hours: 12 hours per week

Job Duties:

- Receives and processes various receipts
- Balances daily cash with receipts and computer records
- Answers telephone and receives office visitors with inquires
- Performs a variety of clerical duties

Job Requirements:

- Must possess high school diploma or GED
- Working knowledge of standard office policies and procedures
- Working knowledge of standard bookkeeping and accounting
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements
- Ability to competently service the public with diplomacy and respect, including occasional encounters with irate/hostile persons

Accepting resumes/applications until position is filled.

Please send resume and application to the address or e-mail listed below.

Laurell Schroeder, Treasurer

wctreasurer@whitleygov.com

Whitley County Government

220 W Van Buren Street, Suite 208

Columbia City, IN 46725

Fax: (260)244-2308

Whitley County Government is an Equal Opportunity Employer