

Whitley County Government
Part Time
Treasurer's Office

Hours: 8 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

Send Resumes or applications to:

Laurell Schroeder
Whitley County Treasurer's Office
220 W VanBuren Street
Columbia City, IN 46725
Fax: (260)244-2308

Whitley County Government is an Equal Opportunity Employer