CAREER OPPORTUNITY

Job Title: Account Clerk III  
Department: Treasurer  
Reports To: Operations Manager  
Location: 157 N Main St, Ste. 125, Edwardsville, IL 62025  
Starting Salary: Madison County AFSCME Pay Step Plan Grade 7- $20.01/hr  
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.  
Closing Date: September 25, 2020 or when filled

QUALIFICATIONS
- College degree or two years related experience required.
- Familiarity with word-processing, spreadsheet, database, and accounting software (Excel and Word are preferred).
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES
- receives and records deposits from various fee producing offices and incorporates these funds into daily deposits
- maintains proper accounting records for cash accounts, prepares Treasurer Transaction Reports, cash reports
- assists, collects and disburses funds for Condemnation accounts and Unknown Heirs
- assists in balancing of bank statements and outstanding checks
- assists in processing returned checks and prepares correspondence with taxpayers
- provides customer service by answering the telephone and assisting customers with various questions and writes up mail
- provides service by waiting on customers at the counter including collecting and processing Real Estate and Mobile Home tax payments
- administers monthly payment plan, including recording and balancing monthly payment plan payments
- processes corrections to tax bills, reprints and mails to taxpayers
- enters ACH payment information through the Devnet system
- provides communications with Tax Paying Agents and mortgage companies including generating tax bills
- receives and processes credit card payments via Autoagent
- researches and issues refund checks to taxpayers and tax paying agents for overpayments, corrections, PTABs and Sale in Errors
- assists in preparation of daily bank deposits, enters information into the computer, balances daily with Auditor
- processes mailed in payments for Mobile Home and Real Estate taxes
- researches current and delinquent Real Estate and Mobile Home information for various mortgage companies and home owners
- utilizes applications in Word, Excel, Access, and other in-house computer and accounting programs used in the operations of the Treasurer’s office
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit resume and applications to:
Madison County Treasurer, Attn: Patrick McRae, 157 N Main St, Ste. 125, Edwardsville, IL 62025- Email: ptmcrae@co.madison.il.us

Visit http://www.co.madison.il.us/jobs for application and full posting.