

Position Title: Deputy Treasurer
Supervisor: Wood County Treasurer / Chief Deputy

Position Summary: Under the administrative direction of the Wood County Treasurer, this position will be expected to work positively with the public and county staff on a daily basis, be accountable of all monies that flow through the Wood County Treasurer's Office, and directly assist the Wood County Treasurer in the operations of all functions in the treasurer's office.

Job Description & Duties:

- Working with the public and county staff in a friendly and courteous manner on a daily basis.
- Accepting and processing real estate and manufactured home taxes via tax software program.
- Efficient and accurate handling of cash transactions, including tax payments and money received daily from all county departments.
- Operate tax software and accounting programs with efficiency and accuracy: Microsoft Excel, Microsoft Word and calculator (attention to detail is paramount).
- Reconciling and balancing of all transactions daily.
- Processing of online banking procedures, including wire transfers and ACH's.
- Semi-annual preparation of real estate and manufactured home tax bills and preparation of delinquent bills. Lender file preparation and processing.
- Daily processing of mail, answering the phone and emails in a pleasant & informative manner, assisting attorneys & title companies with tax information.
- Work with the prosecutor's office on collection of delinquent tax accounts, setting up and maintaining monthly contracts.
- Setting up and maintaining monthly payment plans and escrow programs.
- Balance real estate and mobile homes and work with the auditor's office on settlement.
- Manage active fund balances and transfer monies as needed.
- Misc. tasks such as foreclosure filings, tax proration's, address updates, account transfers, etc.
- Completing any other tasks assigned by the Wood County Treasurer or Chief Deputy.
- Banking, finance, cashiering experience preferred.

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June 2024