MAN-TRA-CON CORPORATION

Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Tax Clerk (TS-050321-01)
Location: Mt. Vernon, Illinois
Salary: $18.62 per hour, to start

Job Description
Employer in Jefferson County is seeking candidates for a full-time Tax Clerk position. This position will require a great deal of multitasking, and involves working with both the Treasurer and Collector sides of the office. Tasks will include but not be limited to; answering phones, assisting walk-in customers, processing incoming and outgoing mail, processing Real Estate and Mobile Home tax payments, researching tax clearances, reconciling bank statements, balancing cash and payment drawers, posting entries to the general ledger and initiating transfers and ACH's electronically.

Work schedule is Monday through Friday, 8:00 a.m. to 4:00 p.m. This is an office position and a union position. No travel is involved. Benefits include holidays; paid time off; health, dental, and vision insurance; and a retirement plan.

Principal Duties and Responsibilities (Essential Functions)**
Great customer service is a must!

Collector:
1. Balance daily register drawer from previous day's business
2. Research, process and post mobile home and real estate tax payments as well as redemption payments
3. Research and process mobile home tax clearances
4. Research and process mobile home tax liens
5. Research and release mobile home tax liens
6. Work with tax software applications

Treasurer:
1. Backup to Deputy Treasurer
   a. Preparing deposits
   b. Receiving and receipting monies delivered to the Treasurer's office from various departments
   c. Covering for Deputy Treasurer's absences (vacation, sick personal days, etc.)
   d. Processing payroll and accounts payable
   e. Providing budgetary status reports for other departments as requested
2. Reconciling bank statements on a monthly rotation
3. Tracking backup reports on Treasurer's server and reporting any backup failures to the Treasurer
4. Preparing money envelopes for jurors as needed
5. Balancing and maintaining cash boxes

Reporting Responsibilities

1. The Tax Clerk will report directly to the Treasurer/Collector.
2. Independent judgement and problem solving: after a probationary period of six months the Tax Clerk will be expected to make independent decisions concerning Treasurer and Collector related issues.

Qualifications & Skills:

Preferred:

1. An associates, or bachelor degree with a major or concentration in finance.
2. At least one year of bookkeeping experience working at a financial institution (bank, investment firm, etc.)
3. Basic knowledge of Microsoft Office and proficient in using Excel
4. Prior experience in real estate or the collection of taxes of any kind
5. Basic knowledge of Fund Accounting
6. Working Knowledge of general ledgers and journal entries

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*

Additional Requirements

1. The successful applicant must live within 30 miles of the Jefferson County Courthouse.
2. A background check is required.

HOW TO APPLY:

Send resume and references to: Clerk / Bookkeeper, P.O. Box 641, Mt Vernon, IL 62864

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