

JOB POSTING

The Johnson County Treasurer is seeking a self-motivated individual to work full-time. This individual is responsible for billing, collecting and recording/entering data for various taxes and all other duties as assigned. Duties include answering telephones, assisting the public with tax related inquiries, processing payments received by mail and in person, conducting data searches on computer, and mailing/transmitting tax statements.

Education Requirements: General High School Diploma

Salary Range: \$40,000 to \$44,000 + Benefits

Employment Requirements: Working knowledge of standard bookkeeping principles and the ability to maintain and reconcile records accurately and prepare detailed reports as required. Applicant must be able to balance ongoing tasks while effectively fielding customer questions and assisting with walk-in customers. Prior experience in banking helpful.

Status: Full-time

Work Schedule: 8:00a.m. - 4:30p.m. Monday through Friday

FLSA Status: Non-exempt

Resumes will be accepted until the position is filled. Interested candidates should send resume to:

mgraves@co.johnson.in.us

or

Michele Ann Graves, Johnson County Treasurer, 86 W. Court Street, Franklin, IN 46131