



JERSEY COUNTY HIGHWAY DEPARTMENT

JOB OPENING

CHIEF DEPUTY CLERK

RESPONSIBILITIES INCLUDE:

- Recording financial transactions, manage accounts payable and receivable, reconciling bank statements. Preparing all financial reports for auditors.
- Manage employee's payroll within the department.
- Set up programs for County and Township's Motor Fuel Tax. Prepare all reports to be submitted to State of Illinois regarding Motor Fuel Tax Programs.
- Inventory control on signs and pipe culverts.
- Answer telephone, mail, emails and filing.

WORK SCHEDULE: Monday through Friday, 8:00AM to 4:00PM.

SALARY: \$22.51 per hour

THE IDEAL CANDIDATE will enjoy dealing with and serving the public. Knowledge in Microsoft Office, Word, Excel, Outlook and Quickbooks.

TO APPLY OR INQUIRE, email a resume and cover letter by August 28, 2023, to: tklasner@jerseycounty-il.gov