



OFFICE OF THE JERSEY COUNTY TREASURER

200 North Lafayette St., Ste #5
Jerseyville, IL 62052
Ph: (618) 498-5571
Ext. 109, 110 or 111

Job Opening – Deputy Treasurer

The Jersey County Treasurer's Office is accepting applications for a full-time Deputy Treasurer position.

The Treasurer's Office is responsible for managing county funds, collecting and disbursing property tax payments, overseeing county investments, processing payroll, maintaining insurance and employee benefit records, and completing required year-end financial filings.

Responsibilities

Duties include, but are not limited to:

- Reconciling monthly bank statements
- Batching and posting property tax payments
- Paying bills and processing deposits
- Posting journal entries
- Assisting the County Treasurer and Chief Deputy Treasurer as needed
- Supporting daily office operations and financial recordkeeping

Qualifications

The ideal candidate should possess:

- Strong communication and organizational skills
- Excellent time management and attention to detail
- Ability to multitask and meet deadlines
- Proficiency in Microsoft Word and Excel
- Basic accounting knowledge preferred, but not required

Application Information

Resumes may be submitted in person at the Jersey County Treasurer's Office between 8:00 a.m. and 4:00 p.m., Monday through Friday or emailed to rstrang@jerseycounty-il.gov

Application deadline: June 16, 2026.

Jersey County is an Equal Opportunity Employer.