

**BEAR LAKE COUNTY HAS AN OPENING
DEPUTY TREASURER (TREASURERS OFFICE)**

DUTIES WILL INCLUDE:

- The principal function is to prepare and process tax payments and maintain accounts for County Taxpayers. Also, to distribute the collected tax revenues
- Applicant must be able to perform secretarial and clerical duties, data entry, accounts receivable, account reconciliation, account management and daily balancing
- Duties include preparation and research for Tax Deed
- Must be able to work well with the public and be a problem-solver. Must be able to handle conflict.
- Per Idaho Code, the Chief Deputy acts on behalf of the County Treasurer in his/her absence.

DESIRED QUALIFICATIONS:

- Must have high school education or equivalent.
- Advanced secretarial skills with experience in accounting or a banking environment would be preferred, but not required.
- Computer experience with Excel, Spreadsheets, Windows and Microsoft Word.

**APPLICATIONS ARE AVAILABLE AT THE
TREASURERS OFFICE IN PARIS or
ONLINE AT: BEARLAKECOUNTY.INFO
Position shall remain open until filled.**

BEAR LAKE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
