

## **Job Vacancy: Deputy Financial Officer**

**Type:** Full Time, Non-Union, Hourly, Non-Exempt, 35 Hour Work Week (Monday – Friday)

### **Position Overview:**

The Williamson County Treasurer's Office is seeking a highly motivated and detail-oriented individual to join our team as a Deputy Financial Officer. The successful candidate will play a pivotal role in maintaining the financial integrity of our organization by performing a range of essential duties, including bank statement reconciliation, real estate & mobile home tax payment management, online payment portal administration, FOIA officer responsibilities, supply procurement, and handling online banking operations.

### **Key Responsibilities:**

- Reconcile bank statements (over 50) and ensure accurate recording of financial transactions.
- Manage and process real estate and mobile home tax payments in compliance with regulations and deadlines.
- Administer and maintain the organization's online payment portal.
- Serve as the FOIA (Freedom of Information Act) officer, ensuring compliance with public records requests and maintaining transparency.
- Oversee supply ordering and inventory management.
- Conduct audits of cash drawers and safes to ensure accuracy and adherence to financial policies.
- Manage online banking operations including wire and ACH transactions.
- Collaborate with cross-functional teams to provide financial data and support decision-making processes.

### **Qualifications:**

- Minimum of 2 years of relevant experience in financial management, accounting, banking, or a related role (Preferred)
- Strong understanding of financial principles, regulations, and best practices.
- Proficiency in using financial software and tools, including Excel and accounting software.

- Excellent analytical skills and attention to detail.
- Strong organizational and time-management abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Experience with online payment systems and banking platforms is a plus.
- Familiarity with FOIA regulations and procedures is an advantage.

**Compensation:** Minimum starting wage \$18.00/hr. plus excellent benefits (Health Insurance, IL Municipal Retirement Fund, Paid Time Off, etc.) Pay is commensurate with experience and skill set. Work week is 35 hours per week.

**Application Process:**

Interested candidates are invited to submit their resume, cover letter, and references to [treasurer@williamsoncountyil.gov](mailto:treasurer@williamsoncountyil.gov). Please include "Deputy Financial Officer Application" in the subject line of your email.

Williamson County Government is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For inquiries, please contact Ashley Gott, County Treasurer at [treasurer@williamsoncountyil.gov](mailto:treasurer@williamsoncountyil.gov) or 618-998-2142 x5665.