

Deputy Treasurer

Boone County Treasurer's Office

Currently seeking applicants for a full-time deputy treasurer to join the Treasurer's Office. This position works directly with the treasurer and is responsible for the operation of the office in his absence. Duties include assisting taxpayers in-person and via phone, collecting property taxes, processing data entry, bookkeeping, and other clerical tasks and duties as assigned by the treasurer.

Successful applicants will possess:

- Solid computer skills
- Strong mathematical aptitude
- Excellent communication skills
- Problem solving ability
- Strong organizational skills
- Understanding of basic accounting principles

Prior banking or bookkeeping experience, knowledge of basic accounting principles, familiarity with MS Office applications, and bilingual abilities will all be considered in filling this position.

Starting wage approximately \$25.00 - \$28.00/hr DOQ. Paid holidays, vacation, sick time, health insurance, and pension plan.

Applications available at www.boonecountytreasurer.us or at the Boone County Treasurer's Office, 1212 Logan Ave., Suite 104, Belvidere IL 61008. Applications must be received no later than November 6, 2026. EOE.