

Pay: \$3086.54 monthly

Benefits: Health Insurance

Shift: Monday - Friday from 8 AM - 4 PM

Minimum Qualifications:

- High school Diploma
- Highly skilled in customer service
- Skilled multitasker
- Team player who works well with others
- Punctual
- Able to uphold oath and responsibility to the office
- Able to follow instructions and rules well

Job Description:

- Accepts all deposits under guidelines set out in Oklahoma statutes
- Collects and apportions all ad valorem taxes for the county and its subdivisions
- Serves as the financial officer for county government
- Prepares financial statements and financial records for review by state and county officials
- Enforces the collection of delinquent taxes through tax sales
- Undergoes at least two audits annually by the State Auditor and Inspector
- Performs financial obligations to maintain county finances in regards to the treasury debt accurately.