**Bottineau County Treasurer Clerk**

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The Bottineau County Treasurer is seeking applications for the Treasurer’s Clerk position. What does a County Treasurer’s office do?? This office is responsible for the collection of state and local funds (AKA tax dollars), the disbursement and investment of local funds, and the accounting for those funds, as well as serving as the local Motor Vehicle office. The Clerk assists the Treasurer’s office with a variety of duties, including mailing tax statements, preparing bank deposits and assisting customers with Motor Vehicle transactions. Candidates must have a proven track record of being proficient and accurate with numbers and professional and courteous in transactions with the public. A background in finance, business, or accounting would be beneficial; familiarity with spread sheets and word processing software is a must. Give us a call at (701) 228-2035 or stop in to ask more! The full job description can be found online. Benefits package includes full health insurance, excellent retirement plan through NDPERS and much more! Salary DOE; full range is $2,980 - $4,192/month. Applications and job description can be obtained online at (www.bottineauco.com); application and resume (recommended but not required) must be returned to the Bottineau County Treasurer or emailed to ann.monson@co.bottineau.nd.us no later than March 4th 2024. Please call (701) 228-2035 to verify receipt of your application. EOE