

The Collector/Treasurer's office of Henry County is seeking a full-time Clerk. Duties include overseeing & participating in collections, receipting & accounting functions. This position requires learning a tax collections software program, balancing a daily cash drawer, balancing a check register and keeping accurate records of daily/monthly financial reports.

Hourly rate of pay dependent on experience. Benefits include health insurance, retirement, holiday & vacation pay. An application can be found on [henrycomo.com](http://henrycomo.com) Please email a resume with application to [collector@henrycountymo.net](mailto:collector@henrycountymo.net) by November 1, 2024