

Village of Lake Villa

JOB ANNOUNCEMENT

Part-Time Finance Clerk



The Village of Lake Villa, Illinois (population 8,735) is seeking applicants for a part-time Finance Clerk. Under the direction of the Finance Director and the Assistant to the Village Administrator.

Position Summary

This position is responsible for performing a variety of administrative support, accounting, and independent clerical functions, including customer service activities, cash register transactions, recording and reconciliation of Village collections, billing and tracking miscellaneous accounts receivables (excluding utility), providing word processing and other clerical support, managing computer spreadsheets and other databases. In addition, work includes responsibility for performing clerical work and support for all Village operating areas. Duties involve considerable public contact.

This position will generally work Tuesdays, Thursdays, and Fridays, from 8:30 a.m. to 4:30 p.m., 19-25 hours a week.

Job Qualifications

Proficiency with Microsoft Office suite, specifically Excel, and exemplary customer service skills are required. Previous experience in an office setting or municipal government operations is preferred.

An offer for this position is contingent upon the candidate's successful completion of a background check and drug screen with results acceptable to the Village.

Compensation and Benefits

The salary range for this position is \$16 to \$20 per hour DOQ.

How to apply

Interested candidates should submit a cover letter, resume and three (3) references to hr@lake-villa.org. The position will remain open until filled.

Location

Village Hall, 65 Cedar Avenue, Lake Villa, IL 60046

The Village of Lake Villa is an Equal Opportunity Employer. Please contact the Administrative Services Director if you require assistance applying.