

**Village of Glenwood**  
**Job Posting**  
**Finance Clerk Part Time**

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 8,052 residents (Census 2013), which is in close proximity to a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district. Incorporated in 1872 and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking an Accountant.

Under supervision from the Finance Director, the Part Time Clerk's primary responsibility is providing counter service to the public. General clerical and other tasks are required, including copying and filing.

The annual salary range for the position is \$21.63 hourly rate.

Only emailed packets (application, cover letter and resume with 3 professional references) will be accepted. To apply, email a completed packet to Maria Maxwell, Human Resources [mmaxwell@villageofglenwood.com](mailto:mmaxwell@villageofglenwood.com). Post closes 11/01/2023 or until filled. Applicant submittals should be a single pdf document titled with only first and last name.



## **JOB DESCRIPTION**

Position: Part Time Finance Clerk

FLSA Status: Non Exempt

Effective Date: 9/29/2023

### **GENERAL PURPOSE**

Under supervision from the Finance Director, the Part Time Clerk's primary responsibility is providing counter service to the public. General clerical and other tasks are required, including copying and filing.

### **ESSENTIAL FUNCTIONS:**

The major functions of this position include processing all cash register transactions that are either received by mail or over the counter. Work involves constant public contact in person and on the telephone. Examples of daily activity are water bill payments, payments for licenses and permits, animal licenses, vehicle stickers. This position is also responsible for the yearly maintenance of vehicle stickers.

This individual performs all other duties as assigned. This position reports to the finance director.

Some other normal tasks, duties and responsibilities of this position include:

- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Prepares journal entries for monthly closing.
- Accumulates, calculates, posts, balances, and reconciles data for financial accounts; Identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
- Reconcile bank statements and file all bank statements.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports by computer and balances them appropriately.
- Keep records of all NSF checks returned from the Bank, write a letter to the resident to collect the funds.
- Entering Journal Entries into Glenwood's financial system

### **MINIMUM QUALIFICATIONS**

1. High school diploma
2. Ability to provide legible communication
3. Ability to focus attention on details, speed and accuracy.
4. Ability to work with minimal supervision
5. Microsoft programs, Word, Excel, Outlook and Power Point

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The Village may be a busy facility. The Clerk may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Clerk may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

The noise level in the work environment is moderately quiet.