



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Account Clerk II
Department/Division	Development Services/Administration
Employment Status:	Full-time
Annual Salary/Grade:	\$39,706.32 - \$61,979.21/Grade 4
Anticipated Hiring Range:	\$20.3622/hr. +/- DOQ
FLSA:	Non-Exempt
Union:	SEIU
Employment Commission:	N/A
Deadline for Application:	March 20, 2026

POSITION SUMMARY:

The Account Clerk II performs a variety of accounting clerical duties involving financial record keeping and/or transactions including accounts payable and receivable and provides a variety of accounting support to Department staff including accounts payable, accounts receivable and budgets.

Essential duties include processing accounts payable vouchers to make payments to vendors, posting data to various ledgers, assisting customers and employees by providing financial information and providing backup assistance to other employees as directed by management staff.

Two years of general accounting experience similar in type and level to the work described above and an Associate's Degree in accounting or a related field from an accredited college, Business College or other accredited post-secondary educational institution. Sixty (60) semester credit hours of successfully-completed, college-level, accounting-related coursework are required in lieu of the Associate's degree.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=788785493&full_apply=&jobid=788785493

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



ACCOUNT CLERK II

Union: SEIU

FLSA: Non-exempt

Pay Grade: 4

Hours: 37.5 per week

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of accounting clerical duties involving financial record keeping and/or transactions including accounts payable and receivable; and to provide a variety of accounting support to Department staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Account Clerk series. Employees within this class are distinguished from the Account Clerk I by the performance of the full range of duties as assigned including payroll, accounts payable and receivable, and budgets. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the DCS Department Director and Assistant Director.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Process accounts payable vouchers to make payments to vendors, suppliers, contractors, and others providing services to the Village.
2. Post data to various ledgers, registers journals and logs according to established accounting techniques and procedures.
3. Check and tabulate statistical and financial data.
4. Perform customer service duties by explaining charges and collecting payments.
5. Sort, audit, match and distribute invoices from vendors and service providers for a variety of fees ensuring approval for payment; prepare late notices and payments for mailing.
6. Perform various payroll related function, as assigned by management.
7. Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments.
8. Input and retrieve from the Village's financial system a variety of financial and statistical information using a computer terminal.
9. Monitor and balance various accounts; verify availability of funds and classifications of expenditures; research and analyze transaction



ACCOUNT CLERK II

10. Prepare comprehensive financial studies, reports and statements as directed.
11. Prepare bank reconciliations and assists in reconciling disbursement or payroll accounts and prepares related journal entries for specific Village Bank accounts.
12. Assist management staff preparing the annual budget by providing information; prepare monthly reports from budget information, expense reports and other sources of financial information.

Other important responsibilities and duties:

1. Assist customers and employees by providing financial information, explaining procedures and answering questions.
2. Contact delinquent account and insufficient check customers for payment; prepare delinquent notices and letters and assess returned check charges.
3. Provide backup assistance to other employees as directed by management staff.
4. Perform a variety of general clerical duties including typing, maintaining files and records, process mail and ordering supplies.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Accounting and bookkeeping principles and techniques.
- General procedures related to processing accounts payable and receivable.
- Business math and statistics.
- Modern office procedures, methods and computer equipment including processes and procedures related to the Village's financial system.
- Principles and procedures of financial record keeping.
- Microsoft Word and Excel software applications with functionality for financial recordkeeping and accounting.

Ability to:

- Maintain reasonable and predictable attendance.
- Work overtime as operations require.
- Correctly interpret and apply the policies and procedures of the function to which assigned.
- Maintain a variety of financial records and files; maintain physical files as well as electronic files.
- Perform varied accounting clerical work in accordance with accepted standards and practices.
- Accurately tabulate, record, and balance assigned transactions.



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- Work in a computer, web-based information system environment.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Experience and Training Guidelines

Experience: Qualified applicants must have at least two years of general accounting experience similar in type and level with the work described above under “Essential Duties and Responsibilities.” Experience working with a web-based financial information system such as PeopleSoft and knowledge of MS Access is desirable. AND

Training: Qualified applicants must possess an Associate’s Degree in accounting or a related field from an accredited college, Business College or other accredited post-secondary educational institution. Sixty (60) semester credit hours of successfully-completed, college-level, accounting-related coursework is required in lieu of the Associate’s degree.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.