



Account Clerk II

February 5, 2019

The **Village of Oak Park**, Illinois is accepting applications to fill a vacant full-time **Account Clerk II** position in the Administrative Division the Development Customer Services Department. The Village of Oak Park's Development Customer Services Department oversees business licensing, economic development, building permits, inspections, code enforcement, parking, planning, historic preservation, zoning, housing programs and federal grant administration. In total, the department has approximately 37 staff members who work in administration, neighborhood services, planning and zoning, parking services and permit processing.

Oak Park is a dynamic and historic community, located just 8 miles west of downtown Chicago. The full-time position operates out of the Oak Park Village Hall, 123 Madison Street. The full-time Account Clerk II position presents opportunities for individuals interested in government service to work in an urban/suburban community with both new development and well established historic neighborhoods.

The ideal applicant will have excellent customer service skills, strong writing skills, have multi-tasking capabilities and be able to perform the following required tasks and activities:

- Be able to perform accounting clerical duties like processing accounts payable and receivable;
- Be a successful part of the team that provides highly capable administrative support to the Development Customer Services Department;
- Work with other staff members to suggest and implement improvements in ordinances, regulations and standard practices as they relate to departmental revenue and expenditures;
- Assist with special projects to determine efficiency of operations and return on investment;
- Be able to perform a variety of accounting clerical duties involving financial record keeping and reporting; and
- Provide a variety of accounting support functions to other Department staff members.

In addition, the ideal applicant will be organized with exceptional interpersonal skills. Further, the applicant should have strong analytical abilities, good time-management skills and the ability to address financial matters at varying levels of complexity.

Compensation, Benefits and Application

The compensation for this position is \$18.93 per hour (Grade 3). This is a Union (SEIU) represented, non-exempt position. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits.

For more information about this full-time Account Clerk II position or to apply, visit: www.oak-park.us/jobs. Submit applications and resumes by mail to Human Resources, Village of Oak Park, and 123 Madison Street, Oak Park, IL, 60302; or by e-mail to HR@oak-park.us. This position is open until filled. Applications will be accepted until February 15, 2019.

A copy of the position description is attached.



ACCOUNTING CLERK II

*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 management staff.

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

Essential duties and responsibilities

1. Post data to various ledgers, registers journals and logs according to established accounting techniques and procedures.
2. Check and tabulate statistical and financial data.
3. Perform customer service duties by explaining charges and collecting payments.
4. 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.
5. Provide assistance to outside agencies providing billing and collection services to the Village.
6. Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments.
7. Process accounts payable vouchers to make payments to vendors, suppliers, contractors, and others providing services to the Village.
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 transactions.
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.

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 effective working relationships with those contacted in the course of work.

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.*

Maintain mental capacity which allows for effective interaction and communication with others.

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 a PeopleSoft and knowledge of MS Access is desirable. **AND**

Training: Qualified applicants must possess an Associates 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



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