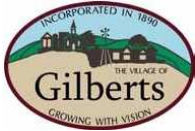


Finance Clerk (part-time)

The Village of Gilberts is growing and the Finance Department is looking to welcome an energetic, detail oriented and motivated part-time Finance Clerk to our team! The part-time Finance Clerk position has the primary responsibility of accounts payable and daily cash deposits, but will also assist with payroll, accounting entries and aid utility billing as needed. The ideal candidate will have a minimum of two years governmental accounting work experience, including knowledge of accounting principles and techniques. CPA is desirable. General work hours for the position will be 8:30 a.m. -12:30 p.m. M-F; hourly range is \$19.54-\$29.31 DOQ.

Please send resume and cover letter to tfischer@villageofgilberts.com. First review will take place Feb 29, 2024. Position open until filled.

See full job description below.



Village of Gilberts Classification Description

Classification Title:	Finance Clerk	Department:	Finance
Classification Grade:	3	FLSA:	Non-exempt
Reports To:	Finance Director	Emergency Response:	No

Purpose of Classification

The purpose of this position is to prepare and maintain financial records for payroll and accounts payable and receivable, including posting and balancing ledgers. The position acts under the supervision of the Finance Director.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Processes accounts payable. Reviews and enters billing invoices once approved and coded by departments as well as prepares AP bill list for bi-monthly board meetings and emails list to Village Clerk, Administrator and Management Analyst to add to agenda. Posts accounts payable information into ledgers.
2. Processes accounts receivable. Receives, records and posts all cash received by the Village. Reconciles cash receipts. Assists with collection processes for all unpaid invoices.
3. Processes daily bank deposits.
4. Assists with payroll administration; prepares and processes corresponding reports.
5. Prepares periodic financial, statistical and/or operational reports as required.
6. Contacts and assists vendors with telephone inquiries. Maintains and revises vendor lists.
7. Assists the Finance Director as needed.
8. Performs filing, copying, sorting, and research as needed.

Additional Tasks and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides office support to others as needed and provides back up to other positions as

needed.

2. Assists other staff members with answering telephone calls.
3. Collects payments for fees and licenses.
4. Performs filing, copying, and collating as needed.

Minimum Education, Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational training in Accounting, Business Administration, or a related field preferred and with a minimum of two years computerized accounts payable/receivable experience, as well as payroll experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. CPA highly desirable.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

1. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record and transcribe data and information with a high degree of accuracy. Ability to classify, compute and tabulate data.
2. Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
3. Ability to utilize a wide range of descriptive data and information, such as financial reports, bank statements, invoices, purchase orders, correspondence, and general operating manuals.
4. Ability to communicate effectively orally and in writing, in person and by telephone, email, fax or other means, with Village personnel, elected officials, vendors, consultants, public agencies, and the public.

Mathematical Ability

1. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relations with a high degree of accuracy. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

1. Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice in action.

2. Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.
3. Ability to recognize, maintain and use confidential information with discretion, particularly in regards to personnel and payroll information.

Physical Requirements

1. Ability to operate a variety of office equipment including computer, typewriter, telephone, fax machine, calculator/adding machine, cash register and photocopier.
2. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, including typing and filing.
3. Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.
4. Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job related objects, materials and tasks.

Environmental Adaptability

1. Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses very limited risk of injury.

Village Policies

1. This position is subject to all provisions of the Village of Gilberts Personnel Manual, including any and all supplemental policies adopted by the Village President and Trustees and/or the Village Administrator.
2. The Village of Gilberts endeavors to comply with the Drug Free Work Place Act. To this end, this position is required to submit to drug and alcohol testing pursuant to the Village of Gilberts Personnel Manual.
3. The Village of Gilberts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:

Village Administrator

Date