



## VILLAGE OF HINSDALE POSITION DESCRIPTION

**POSITION:** (2) Part-Time Finance Clerks  
**DATE:** July 28, 2017  
**DEPARTMENT:** Finance/Administration  
**REPORTS TO:** Assistant Finance Director  
**PAY GRADE:** NM4; \$16.56-\$25.40/hour  
**FLSA STATUS:** Non-exempt  
**SCHEDULE:** About 25 hours per week

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### Position Purpose

Responsible for Village Hall front desk cashiering and receptionist operations. Provides administrative support for the Finance Department.

### Supervision Exercised

None.

### Job Duties

#### Essential Functions:

- Oversees Village Hall front desk; collects payments and issues receipts for various items like utility bills, vehicle stickers, animal licenses, permits and more
- Balances daily cash register and credit card receipts; collects, counts and reconciles money received from cash receivables and bonds on a daily basis; processes information into various accounting software on the computer
- Maintains computerized record-keeping of municipal taxes
- Answers incoming calls for the Village Hall; greets, refers, directs and informs callers; refers callers to appropriate personnel
- Applies payments to tickets issued by the Police Department
- Sells parking permits and manages Village-permitted parking lots
- Tracks food and beverage collections in accounting software
- Maintains various Microsoft Excel spreadsheets
- Opens mail daily and distributes to appropriate Village personnel; completes and mails out inter-office memoranda and certified mailings
- Performs data entry into various Finance Department databases
- Responds to requests for Finance Department records following established policies and procedures
- Prepares reports in computers
- Performs routine office duties such as typing, copying and filing
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices

### Marginal Functions

- Assists with other Finance Department projects
- Other duties as assigned

### **Knowledge, Skills and Abilities**

- Candidate must be motivated, a quick learner, multi-tasker and be able to handle multiple priorities
- Must have very efficient computer skills, especially in Microsoft Word and Excel
- Ability to count money and reconcile payments received on a daily basis
- Frequent contact with Village Hall visitors, other Village employees; must be able to communicate verbally and demonstrate good customer relations
- Prepares reports as required; must be able to communicate in writing
- Ability to handle multiple tasks simultaneously and in a timely manner
- Ability to prepare and maintain accurate records and filing systems
- Ability to operate general office equipment, especially a calculator
- Ability to establish and maintain satisfactory working relationships with Village personnel and the public
- Ability to assist public in a professional manner
- Ability to work with minimal supervision
- Ability to learn, understand and adhere to all applicable safety precautions and procedures

### **Environmental Factors**

The work environment generally includes an office setting. The noise level is usually quiet.

### **Physical Requirements**

Regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 20 pounds. The position requires prolonged periods of concentration. Specific vision abilities required by this position include close vision and ability to adjust focus.

Equipment used includes, but is not limited to, personal computer with a Windows operating system, Microsoft Office suite, printer, copy machine, fax machine and calculator.

### **Work Schedule**

The position is part-time and will average approximately 25 hours per week. A five-day per week schedule is expected that will adhere to either of the following: morning (8:00 a.m. – 1:00 p.m.) or afternoon (12:00 p.m. – 5:00 p.m.).

### **Safety Functions**

- Becomes familiar with and observe all applicable safety and security policies/procedures
- Immediately reports all unsafe conditions and acts to supervisor
- Reports all accidents to supervisor immediately
- Recommends improvements to safety and security practices

- Obeys and adheres to all safety rules and work practices

### **Position Requirements**

- Two years or more of college coursework; an Associate degree is highly desirable
- Three years of experience in a related field, preferably clerical work or as a teller or cashier
- Must have computer software experience and a strong knowledge of Microsoft Office, specifically Word and Excel

### **Benefits**

This position participates in the Illinois Municipal Retirement Fund (IMRF).

### **Process**

The selection process includes an application process, interview process, drug screening and background check. The position is open until filled. The position is expected to be filled as soon as the interview process and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: [hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org). Visit [www.villageofhinsdale.org/jobs](http://www.villageofhinsdale.org/jobs) for a job application. The Village is an EOE employer. No phone calls, please.