

The Village of Clarendon Hills, IL (pop. 8,500) is seeking a detail oriented individual to fill the part-time position of Fiscal Assistant: Accounts Payable/Accounts Receivable. Clarendon Hills is located in DuPage County approximately 17 miles west of Downtown Chicago.

Under the direct supervision of the Finance Director the position assists in the day-to-day functioning of the Finance Department. Work includes reviewing and recording payments and invoices, entering information into financial software, preparing invoices for Village activities, and assisting the Village Hall's front-office staff in answering inquires. Experience in accounts payable and well-developed customer service skills preferred. The selected individual will work at Village Hall (1 N. Prospect Avenue) during regular business hours.

Starting pay for the position is \$22.28 per hour. Position requires 25 hours per week with flexible starting time. Benefits include eligibility to participate in the Illinois Municipal Retirement Fund (IMFR), paid vacation, sick leave and holidays.

To view a full job description and requirements for the position, visit Clarendonhills.us/employment.

To apply, email your resume and Application for Employment, found on the employment page of the Village's website, to Pnickell@clarendonhills.us or mail your resume to:

Village of Clarendon Hills
Attention Peter Nickell
RE: Part-Time Fiscal Assistant
1 N. Prospect Avenue
Clarendon Hills, IL 60514

The Village of Clarendon Hills is an Equal Opportunity Employer.