



POSITION ANNOUNCEMENT

ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE CLERK

The Village of Wilmette is seeking a reliable and detailed orientated professional to fill the full-time Accounts Payable/Accounts Receivable Clerk position in the Finance Department. The person in this position will report to the Assistant Finance Director.

General Responsibilities

The successful candidate will provide superior customer service as well as financial, administrative, and clerical support to the Finance Department. The candidate will assist in maintaining the Village's accounts payable and receivable data. The candidate will be responsible for analyzing invoices, working to resolve any invoice discrepancies, and generating a weekly check run. This position will receive and post cash, checks, and credit card transactions as well as communicate with residents to address any billing issues. This position will be responsible for reporting any account discrepancies to management, and complete any other related tasks as assigned.

Position Requirements

The successful candidate will be a high school graduate with experience in office administration and bookkeeping procedures. A minimum of two years of experience working with accounts payable and/or accounts receivable is preferred. The candidate must have the ability to effectively interact and communicate with the general public.

Essential position requirements include the ability to communicate effectively, orally and in writing, and the ability to prioritize, organize, and complete required duties in a timely and accurate manner. Ideal candidate must be able detailed orientated, flexible, and a team player. The candidate should be proficient in various business computer software packages, including but not limited to Microsoft Office (Word and Excel), and Tyler Technologies' MUNIS financial software.

Compensation and Benefits:

The starting salary is \$48,341 with a salary range of \$48,341 to \$64,149 to include an excellent benefits package. Benefits include participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental and vision coverage, life insurance, and voluntary participation in a deferred compensation program (457 plan).

Selection Process

Candidates should be prepared to take a written exam related to tasks that may be encountered on the job and undergo a thorough police background investigation. Interested candidates should complete an employment application which may be downloaded from the Village's website, www.wilmette.com and submit it along with a resume and cover letter electronically to HumanResources@wilmette.com. Paper submissions will not be accepted. The position will remain open until filled.

The Village of Wilmette is an Equal Opportunity Employer