

## VILLAGE OF HIGHLAND HILLS

### JOB POSTING

**POSITION TITLE:** Finance Clerk

**CLASSIFICATION NO.:**

**DEPARTMENT:** Finance

**PAY RANGE:** \$15.00 hour

**FT/PT Status:** FT

**REPORTS TO:** Finance Director

#### **JOB SUMMARY:**

Performs general and specific duties as required for the support of the Finance Department operations as well as support of the Properties tenant and Finance reporting of Tenant Operations. Performs other duties as required.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.**

- Assists in the Purchase Order process ensuring all documentation and approvals are made and the proper filing related documents are maintained. Help in the transition to an electronic PO system.
- Will work with the Properties Department to:
  - Update the Tenant Rent Logs on a monthly basis
  - Work with the Properties Department to ensure the Move In / Move Out / Transfer log is up to date with all transitions which will lead to an accurate Tenant Rent Log
  - Perform the Monthly Invoicing to the tenants from our Accounting Software. Experience with billing is required.
  - Record the tenant receipts in the Accounting Software on a daily basis. The properties department will collect all monies, prepare Daily Control Log, Rent Receipts and the Deposit Summary. These documents will be forwarded to the Finance Department for input of the receipts into the accounting system.
  - Must accurately record the receipts to the proper invoice, assess necessary late charges to validate the updated balance. Must also maintain proper documentation to support the logs created, invoices billed and the receipts recorded for audit purposes.
  - Monthly bank reconciliation summary must be performed timely and accurately.
  - Experience with creating and maintaining Microsoft excel spreadsheets in critical.
  - Print out periodic statements from the system for distribution to the tenants.
- Assist with the Monthly Bank Reconciliations for all bank accounts.
- Assist with providing any audit documentation on request from the Auditor of State.

- Assist the Finance Assistant with any Accounts Payable, Payroll or other related issues including the matching of Invoices and Purchase Orders and filing of Accounts Payable and Payroll documentation.
- Act as a backup to the Payroll and Accounts Payable functions.
- Answer phones at the front desk in the Finance Department.

**Desirable Training and Experience Required:**

High school diploma or equivalent, associate's degree in business administration or accounting preferred. Possesses excellent communication skills. Knowledge of use of computers, use of internet and other basic office equipment (copiers, fax, typewriter etc.) Minimum of one year of office/clerical or related experience in which necessary skills were acquired.

**Knowledge, Skills, and Abilities:**

Knowledge of business English, spelling and arithmetic; basic office methods and procedures. Operational characteristics of standard office equipment. Modern office equipment including a computer and applicable software. Methods and techniques for record keeping. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with peers, and supervisors. Ability to exercise sound judgement in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to multi-task.

**Minimum Physical and Mental Qualifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands; reach with hands and arms.

This position may need to push, lift and/or move light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually low to moderate

**Posting dates: October 17, 2016 through October 25, 2016**

*The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.*