

**VILLAGE OF HIGHLAND HILLS  
JOB POSTING**

**November 14, 2022**

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|--|-------------------------------------|
| <b>POSITION TITLE:</b> Finance Clerk     | <b>CLASSIFICATION NO.:</b>          |
| <b>DEPARTMENT:</b> Finance Department    | <b>SALARY:</b> TBA per hour         |
| <b>FT/PT Status:</b> Full-Time/Part-Time | <b>REPORTS TO:</b> Finance Director |

**JOB SUMMARY:**

Under general supervision, responsible for recording, computing, and classifying the revenue data to ensure a complete financial record and other duties assigned by the Finance Director.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Good organizational and communication skills. Ability to work well with others, as well as independently to complete daily tasks for the department. Knowledge of safe working practices. Ability to adapt to changing schedules or routines. Maintain employee confidentiality and morale.

**QUALIFICATION, TRAINING, AND EXPERIENCE:**

- High school diploma or general education degree (GED).
- Process bills, checks, receipts, and other documents.
- Ensure all documents are properly signed and distributed.
- Verify financial and other data (e.g., tax identification numbers, W-9s).
- Monitor financial transactions and prepare and make bank deposits as needed.
- Enter, review and post each transaction, and maintain updated records.
- Assist with account reconciliations and payroll.
- Process newly hired employee data files. Review documents and personal history records.
- Transfer funds to payroll.
- Establishing and maintaining relationships with new and existing vendors, the business community, and residents.
- Ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures.
- Report the status of accounts and discrepancies to the Finance Director.
- Perform other duties as assigned or directed.

**Posting dates: Open until filled.**

*The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the Americans 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.*