

**VILLAGE OF HIGHLAND HILLS
JOB POSTING**

September 5, 2023

POSITION TITLE: Finance Clerk
DEPARTMENT: Finance Department
FT/PT Status: Full-Time/Part-Time

CLASSIFICATION NO.:
SALARY: TBA per hour
REPORTS TO: Mayor's Office

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 Mayor's Office.

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.
- Assist with payroll.
- Process newly hired employee data files. Review documents and personal history records.
- 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 Mayor's Office.
- 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.