



## JOB ANNOUNCEMENT

**Position:** Finance Clerk

**Department:** Finance

**Reports to:** Finance Director

**FLSA Status:** Part-Time, Hourly, Non-exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

**Position:** Under the direction of the Finance Director, the Finance Clerk is an integral part of the Finance Department. The Finance Clerk will support the Finance Department in various accounting duties such as maintaining the general ledger, reviewing financial statements, preparing financial reports, assisting with audits, and budgeting processes, and reconciling accounts.

**Responsibilities:** Duties include, but not limited to:

- Scanning payment vouchers to the Township's electronic data collection archival system.
- Filing payment vouchers.
- Preparing account reconciliations and corresponding reports.
- Maintain documentation regarding reconciliation of all Township accounts.
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Ensuring compliance with Generally Accepted Accounting Principles.
- Interact with internal and external auditors, consultants and Finance Director as required to accomplish goals.
- Assisting the Finance Director as needed.
- Work under minimal supervision.
- Attend Township meetings as required.
- Other related duties may be assigned.

**Education, Experience Qualifications:**

- Bachelor's Degree in Accounting or related field

- Min. 2 years of experience in a general accounting or finance position.
- Intermediate skill or higher level in Microsoft Excel and Word.
- Experience interpreting, reviewing, and analyzing reports and financial statements.
- Willingness to learn new things and follow instructions.
- Demonstrated project management skills.
- Ability to manage data efficiently and accurately.
- Excellent time management and task prioritization skills.
- Ability to lift boxes weighing 15 lbs. or more.
- Ability to sit for long periods of time in front of a computer.
- Must be a team player.

**Salary:** Commensurate with experience. Rich Township offers a comprehensive benefits package, health plan options, group life and long-term disability insurance, paid time off, and much more.

**Working conditions:** The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references to [pal-amin@richtownship.org](mailto:pal-amin@richtownship.org). Put the phrase "Finance Clerk" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

***Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate based on creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.***