



# Village of Hopkins Park

ADMINISTRATION OFFICE – 13043 E 2260 S Rd

Post Office Box AK – Hopkins Park, IL 60944

General Phone: (815) 944-8313

Fax: (815) 944-6809

Operation Hours: Tues-Fri 8am to 2:30pm

Mayor – Mark A. Hodge

Village Clerk-Ieshia Shields

Board of Trustees- Louis Barnes, Rosemary Foster, Lonnie Jarrett,  
Jamol Robinson, Ruthel Teague, Tonia Thomas

# Job Posting

**Position Title: Assistant Treasurer**

**Schedule: Part time**

**Pay Rate: \$12.00 per hour**

The position of the assistant Treasurer is to support the daily activities and the functions of the Treasurer under the direction of the Treasurer and Village Clerk. These duties include but are not limited to:

- Assisting with QuickBooks entry, including fund and accounting classification
- Filing needed paperwork, including receipts, invoices, checks, and etc.
- Prepare necessary reports and any other financial records deemed necessary by the Treasurer
- Reconcile Bank Statements within QuickBooks Records and balance daily receipts. At times, prepare bank deposits.
- Assist the Treasurer with auditors on year-end closing of books. Gathers information and prepares data and reports.
- Assist the Treasurer if needed with detailed financial reports for the Village Board, State and Federal regulatory agencies, other financial institutions.
- Maintains accounts receivable and payables records and receipts, and performs daily balancing activities.
- Assist with any other required task or assignment to meet Treasurer's requirements or expectations.

## Education and Experience:

- Educational requirements include a high school diploma or equivalent with additional specialized training in bookkeeping, accounting, business management, or related field.
- Knowledge of accounting and bookkeeping principles and practices.
- Good knowledge of payroll procedures, laws and regulations.
- Skill in operating a calculator, typewriter, copier and other standard office equipment, and the ability to become proficient in the use of computers and financial-based software (Excel, QuickBooks, Word, etc.)
- Skill in maintaining accurate records, preparing comprehensive financial reports, and performing mathematical computations quickly and accurately.
- Skill in the application of account keeping procedures to a variety of financial records
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, Village officials, employees, other governmental agencies and municipal professionals.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively with frequent interruptions and changes in work priorities.
- Must be bondable by a surety company.