



Village of Homewood
JOB POSTING
for
(part-time)
Finance Clerk
Finance Department

The Village of Homewood is a well-managed and well-governed community that provides effective, efficient and timely municipal services to its residents, stakeholders and customers.

The Part-time Finance Clerk position is a perfect entry-level position designed to provide critical administrative and backup support to the activities and operations of the customer service area within the Finance Department. The position will support activities including water billing, business licenses, vehicle licenses, accounts payable and liens. The Part-time Finance Clerk is expected to demonstrate customer service excellence and high quality productivity and efficiency in the customer service area of the Finance Department.

The Village is hiring for one (1) Part-time Finance Clerk position. The position is anticipated to work 20 hours per week with rotating Saturdays. Work times are tentatively estimated to be scheduled from 9:00 a.m. through and until 2:00 p.m.

The Finance Department is looking for a motivated and personable professional with two to four years of experience in a customer service based, interactive front office environment. The candidate should have experience in serving and engaging the general public, customers and/or stakeholders. An Associate's Degree is preferred but not required. Candidates may have an equivalent combination of education and experience. Candidates must have excellent cognitive skills, along with well-established verbal and written communication and customer service skills. Successful candidates must also be well-versed in utilizing various office-type software including MS Office Suite and other database management and/or enterprise software.

The starting hourly rate for the position is from \$16.00-\$20.00. After a six-month probation period, the positions are eligible for paid sick, vacation, and holiday time.

Only emailed packets (Village application, and resume) will be accepted. To apply, combine submittal documents and email a "single PDF file" to Nancy Adams, Manager's Office nadams@homewoodil.gov by **Friday, January 6, 2023 at 5:00 p.m.** The application and job description can be downloaded by visiting the Village's webpage <https://www.village.homewood.il.us/>.