



JOB POSTING

DATE: February 6, 2018

POSITION: Finance Clerk-Full time

DEPARTMENT: Finance Department

SALARY: \$13.00/hour

JOB DUTIES: Must have excellent customer service skill. Must be polite, helpful and outgoing in an efficient manner. Must be an excellent communicator and have superior listening skills with proficient use of Standard English. Must be a flexible team player with the ability to juggle multiple concurrent projects. Must be able to work well with fellow employees and departments. Must be well organized and able to prioritize tasks, as well as have the ability to efficiently manage multiple areas of responsibility with overlapping deadlines in a fast-paced environment. May include aspects of general cashiering functions, receptionist functions, data processing of accounts payable, payroll, utility billing or other finance department activities. Must have professional attitude including cultural sensitivity and an ability to build rapport with a diverse workforce and customer base.

QUALIFICATIONS: General knowledge and proficiency of computer processing of information and use of various office computer applications. Proficient in Microsoft office, particularly Excel, Word and Outlook. Must be able to type accurately 40 words per minute. High school diploma/GED required. Bilingual (Spanish) highly preferred. Saturday hours may be required as necessary. Must be able to pass a background check. Must reside, or have the ability to relocate to the Village of Lansing within 18 months of hire.

DEADLINE: **Open until position is filled**

To receive consideration, submit your application and resume to Julie Sciackitano at the Village of Lansing, 3141 Ridge Road Lansing, Illinois 60438. Application forms may be obtained at www.villageoflansing.org. Your application and resume may be submitted as an email attachment send to jsciackitano@villageoflansing.org.

For more information, call 708-832-4510.