

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ACCOUNTING ASSISTANT**

EFFECTIVE DATE: 12/01/08

DEPARTMENT: Finance	WORK LOCATION: Village Hall		FLSA STATUS: Non-exempt
CLASS CODE: 2610	RANGE: 13	PENSION: IMRF	UNION: N/U
REPORTS TO: Senior Accountant Water Billing Coordinator	LEVEL OF SUPERVISION RECEIVED: Direct Supervisor		LICENSE/CERTIFICATES: None

SUMMARY:

Responsible for a variety of accounting tasks which include balancing receipts, monitoring cash flow, managing accounts receivable and accounts payable, and preparing monthly reports. Water billing duties include assisting in the preparation of utility billing, maintains utility billing files and related statistical data, performs general office duties including keyboarding and data entry. Requires providing information and assistance to customers both in person and over the phone. The duties will vary depending on the needs of the department.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
	<u>Water Billing Duties</u>	
1.	Communicates with the public in person, over the phone and through written correspondence.	Daily 95%
2.	Updates water filing system. Performs routine filing, simple keyboarding and processes incoming mail for Water Billing. Enters new resident information into the computer system; establishes computer/files for accounts pertaining to new	Monthly 30%

3.	construction. Review monthly reports for errors and inconsistencies and corrects when necessary.	Monthly 20%
4..	Download and verify correct reading on each commercial account every other month. Enter correct read.	Bi-Monthly 10%
<u>Accounts Payable Duties</u>		
5..	Process claims and vouchers for payment; match invoice with purchase order, check all claims for accuracy; verify account codes for proper assignment of budget expenditure; send claims vouchers to department directors for approval; resolve disputes within area of authority and responsibility.	Daily 45%
6.	Type all purchase orders. Enter purchase orders and invoices into vendor files and maintain master vendor list.	Daily 5%
7.	Enter accounts payable expenditures into financial system.	Daily 45%
8.	Run checks and prepare Accounts Payable Report for approval by the Village Board.	Bi-Weekly
<u>Cash Receipts Duties</u>		
9.	Reviews, balances, and posts daily cash receipts; prepares deposit slips and makes deposits at bank. Takes back-up computer tapes to safe deposit box.	Daily 35%
10.	Handles internet transactions and reconciliations for various Village payments and purchase.	Daily 5%

JOB NO.	OTHER RELATED DUTIES
1.	Types all checks and envelopes for mailing and distribution
2.	Act as backup for other department personnel.
3.	Copies, faxes, mails and files documents.
4.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- Degree or coursework should be in...

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Accounting Software

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
 A Plus
 Preferred
 Required
- Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Type 30 wpm (corrected)

Perform detail work with accuracy and speed.

Set priorities and meet deadlines in a fast-paced environment with frequent interruptions.

Perform algebraic calculations to complete “final” water bills.

Prepare, verify and record data.

Make mathematical computations (including addition, subtraction, multiplication, division, fractions and percentages) rapidly and accurately.

Understand and follow oral and written instruction.

Communicate effectively verbally and in writing.

Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.

Establish successful working relationships with other employees, supervisors and other departments.

Read, write, speak and comprehend the English language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	<u> X </u>	_____	_____	_____

Operates a motor vehicle or heavy equipment	<u>X</u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	<u>X</u>	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>X</u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- _____ Absence of color blindness
- _____ Corrected vision of...
- _____ Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	<u>X</u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u>X</u>	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u>X</u>	_____	_____	_____
Works near moving mechanical parts	<u>X</u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u>X</u>	_____	_____	_____
Flying debris or airborne particles	<u>X</u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u>X</u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u>X</u>	_____	_____	_____
Risk of electrical shock	<u>X</u>	_____	_____	_____
Works with explosives or risk of radiation	<u>X</u>	_____	_____	_____

Extreme illumination	<u>X</u>	---	---	---
Low noise level (Normal voice tones)	---	---	---	<u>X</u>
Moderate noise level (Raised voice levels)	<u>X</u>	---	---	---
High noise level (Shouting/ear protection may be needed)	<u>X</u>	---	---	---

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



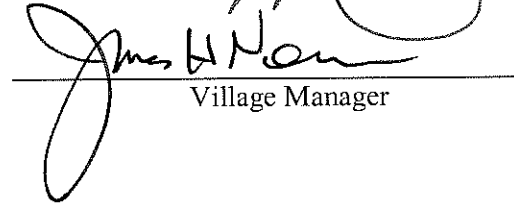
 Department Director

Reviewed Approval:



 Human Resources Management Director

Approved:



 Village Manager

Effective Date: 12/01/08

Revision Date: 11/25/08