

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION**

**ACCOUNTING ASSISTANT – ADMINISTRATIVE ADJUDICATION
COORDINATOR**

EFFECTIVE DATE: 06/17/2014

DEPARTMENT: Finance	WORK LOCATION: Village Hall		FLSA STATUS: Non-exempt
CLASS CODE:	RANGE: 13	PENSION: IMRF	UNION: NU
REPORTS TO: Finance Director	LEVEL OF SUPERVISION RECEIVED: Direct supervision of Finance Director and Assistant Finance Director		LICENSE/CERTIFICATES: None

SUMMARY:

Performs a variety of activities ranging from routine to varied and complex clerical, including a variety of accounting tasks (balancing receipts, recording cash receipts, performing accounts payable functions, and preparing monthly reports), receiving and responding to phone calls, typing various documents, mail distribution, and assembling budget and Capital Improvements Board books. Also is the primary person to oversee the functioning of the Village's Administrative Adjudication process, including attending all hearings, handling all customer service related to the hearings, processing all required mailings, and keeping all paperwork, citations, and files for the hearings in order and up to date.

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
1.	Works independently and with teams on various projects; is expected to take initiative with these projects and serve as team leader for some. Also expected to	Daily 60%

	devise and improve office procedures as necessary. Prepares spreadsheets requested by Director or Assistant Director. Enters data as needed.	
2.	Responsible for overseeing all processes related to the Village's Administrative Adjudication, including monitoring and doing data-entry of citation information, responding to a large volume of customer inquiries related to citations, running court dockets in preparation for hearings, making sure all paperwork is in order for hearings, attending the nightly hearings twice per month as the Hearing Clerk (responsible for overseeing the volunteers that work the hearings, checking in all attendees, receiving all payments and setting up payment plans, closing out the hearing by making sure all citations are signed by the Hearing Officer), recording all payments the following day and doing the penalizing and noticing process.	Daily 50%
3.	Is the primary backup for the Accounts Payable Clerk. Able to process invoices for payment; match invoice with purchase order; check all invoices for accuracy; verify account codes for proper assignment of budget expenditure; send invoices to department directors for approval; resolve disputes within area of authority and responsibility.	Daily 15%
4.	Types all purchase orders. Enter purchase orders and invoices into vendor files and maintain master vendor list.	Daily 5%
5.	Run checks (in a backup role) and prepare Accounts Payable report for approval by the Village Board.	Bi-Weekly 10%
6.	Processes all incoming Food & Beverage and Package Liquor tax payments from all Village restaurants/stores. Maintains files for these payments and monitors delinquent payments.	Monthly 10%
7.	Accurately and efficiently transcribes from handwritten drafts, notes and/or Dictaphone tapes using a computer and/or typewriter. Composes letters and memos for distribution.	Daily 5%
8.	Orders office supplies and materials for Finance and stationary and paper supplies for the Village. Sorts and distributes mail for the Finance Department and to other Village departments. Copies and faxes various documents as necessary. Processes and/or prepares the Finance Department timesheets and other various reports and records which involve simple tabulation, posting, extracting and calculating according to specific instructions.	Daily 5%
9.	Maintains filing system of correspondence, records, and forms according to established file classification system in order to ensure quick retrieval; gathers, sorts, files and retrieves various items as requested. Also assists with the Village-wide records retention system by compiling the annual disposal list that gets sent to the State, as well as assisting departments in knowing what they can or cannot dispose of.	Daily 10%
10.	Assembles and distributes Finance Committee Packets.	Monthly 5%
11.	Assists in the assembly of budget and Capital Improvements Board books.	Quarterly 15%

12.	Follows Village-wide and departmental safety rules and practices.	Daily 100%
13.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Assists Finance Department employees with tasks when time allows.
2.	Is backup operator of the water bill remittance processor and postage machine when needed.
3.	Records the minutes of the Capital Improvements Board and Special Finance Committee Meetings. Attends all (CIB) Capital Improvements Board and Special Finance Committee meetings related to the budget to record the minutes. There are approximately three night/evening meetings per year.
4.	Performs other duties as required or assigned.
<p>SUPERVISORY RESPONSIBILITIES: (Select one – required)</p> <p><input checked="" type="checkbox"/> None required</p> <p><input type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (List specific responsibilities below)</p>	

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...

Enter degree or coursework here

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

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

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

Microsoft, Word, Excel, Access, Powerpoint

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)

- Foreign language skills Ability to speak and/or read, write and comprehend...
A Plus
- Preferred
- Required

Required Language:

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.

Ability to:

- Type complex statements and reports.
- Type 30 words per minute (corrected).
- Work independently.
- Work under pressure
- Draft correspondence.
- Must be a flexible, team player.
- Communicate effectively, verbally and in writing.
- Respond to and interact with customers, employees and others within and outside the organization in a courteous and professional manner.
- Establish successful working relationships with other employees, supervisors and other departments.
- Read, write, speak and comprehend the English language.
- Understand and follow complex oral and written instruction.

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...

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

_____ Uncorrected vision of...

<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

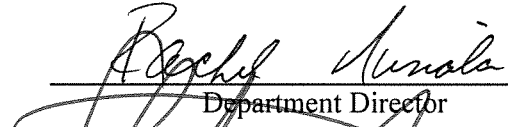
None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	_____ X _____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____ X _____	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____ X _____	_____	_____	_____
Works near moving mechanical parts	_____ X _____	_____	_____	_____
Works in high precarious places, underground, or confined spaces	_____ X _____	_____	_____	_____
Flying debris or airborne particles	_____ X _____	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____ X _____	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____ X _____	_____	_____	_____
Risk of electrical shock	_____ X _____	_____	_____	_____
Works with explosives or risk of radiation	_____ X _____	_____	_____	_____
Vibration	_____ X _____	_____	_____	_____
Extreme illumination	_____ X _____	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	_____ X _____
Moderate noise level (Raised voice levels)	_____	_____	_____ X _____	_____
High noise level (Shouting/ear protection may be needed)	_____ X _____	_____	_____	_____

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.

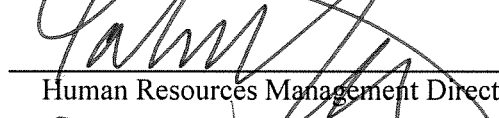
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



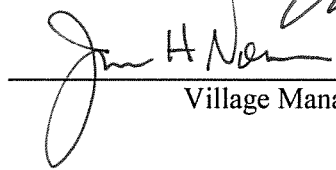
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____