

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Part-Time/Temp-Finance Assistant	<b>DEPARTMENT:</b>	Finance
<b>GRADE LEVEL:</b>	N/A	<b>LOCATION:</b>	
<b>FLSA STATUS:</b>		<b>UNION:</b>	
<b>EEO CATEGORY:</b>	Administrative Support	<b>PREPARED DATE:</b>	09/10/2021

**We are currently looking for a PT Finance Assistant. This position would be ideal for any individual that seeks PT employment while your child or children are in school. The hours for this position would be during your child's or children's school hours.**

### GENERAL PURPOSE

This is an entry level position. The ideal applicant will be a motivated individual who is interested in performing basic electronic and paper filing and clerical duties. The company is seeking a person who is able to work independently without outside distractions. You must be able to numerically alphabetize files use a computer and peripheral equipment. Basic data entry skills are needed to be successful in this role. The file clerk is responsible for receiving all completed documents for scanning and filing. Remove all staples, paperclips, sticky notes and other foreign objects from file and scan into system. Some lifting of boxes is needed, this job is not a work from home position.

Job Type: Part-Time – 15 hours a week

Salary: \$13.33/hour

Work authorization

### SUPERVISION RECEIVED

Works under supervision of the Village Finance Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Labeling and updating paper files
- Putting files, digital or paper, into their proper locations
- Gathering and organizing files and documents for coworkers' use, such as for reports
- Answering phone calls and emails regarding documentation organization
- Photocopying and sending faxes
- Sorting, delivering, picking up and sending mail
- Scanning documents into computer filing system
- Other duties as assigned

### EDUCATION AND EXPERIENCE

Graduation from a high school or GED equivalent with specialized course work in general office practices, such as typing (keyboarding), filing, and

One (1) years of increasingly responsible, related experience, or any equivalent combination of related education and experience.

Working knowledge of computers and experience with Microsoft Office, which encompasses Word, Outlook, Excel, Power Point, and Publisher.

**PERFORMANCE APPTITUDES** Functional Reasoning – Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning – Requires the ability to exercise good judgment.

### **TOOLS AND EQUIPMENT USED**

Multi-line phone; personal computer including word processing and spreadsheet software, printers, copy machine; fax machine; 10-key adding machine, shredder and laserfiche scanner.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds with or without assistance.? Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check, background check, physical examination and job-related tests may be required.

All applicants that are interested should apply at Alsip Village Hall, 4500 W. 123<sup>rd</sup> St, Alsip, IL 60803