

Village of Alsip

FULL TIME SUMMER HELPERS WANTED (2024)

Job Title: Summer Helpers (Monday-Friday/Day Shift/40 Hours per week).

Department(s): Finance

Pay: 15.00/hour (Monday-Friday/Day Shift/40 Hours per week).

DUTIES AND RESPONSIBILITIES (Finance)

- Provide general accounting support
- Complete various projects as assigned
- Scanning documents

POSITION REQUIREMENTS (Finance)

- Must have a very high sense of rigor to prevent any form of mistake that may occur in the process of documenting financial information.
- Must be a team player and motivated to learn with a strong desire to take on a new challenge.
- Must have effective written and verbal communication skills to build strong interpersonal relationships.
- Have strong organization and time management skills with the ability to work without distraction.

DESIRED EXPERIENCE OR TRAINING:

- 0-3 years municipality experience

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Walks, sits, stands, bends, lifts, climbs ladders and/or stairs. Moves continually during working hours. Is subject to lifting over 40 pounds without assistance. Use hands/fingers to grasp, handle or feel objects, tools, or controls, and reach with hands and arms.

If interested please complete application on the Village of Alsip's website.

Offers of employment are contingent on background check, physical and drug screen

[Human Resources \(Employment App\) \(villageofalsip.org\)](http://villageofalsip.org)