

OFFICE MANAGER (Part-time)

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of responsible clerical and technical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area including in the areas of utility billing, accounts receivable, accounts payable, payroll, revenue collection and cash management; provides information and assistance to the general public and Village departments; maintains files and records; and performs a variety of clerical tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this position. Incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of responsible clerical accounting and financial office support duties in the areas of utility billing, accounts receivable, accounts payable, payroll, revenue collection and cash management.
2. Prepare, maintain and/or verify a variety of accounting, financial and statistical records, ledgers, logs, and files; gather, enter, verify, balance, adjust, record and file financial data; review information to ensure accurate reporting; reconcile accounts and resolve discrepancies.
3. Perform data entry; post receipts and other information to various Village accounts and funds.
4. Prepare monthly financial and accounting reports to the Board of Trustees, including Income & Expenses, Checks Journal, and Accounts Payable.
5. Prepare daily deposits and post appropriate journal entries.
6. Perform a full range of customer service duties related to area of assignment; answer incoming telephone calls; resolve questions or complaints; direct issues to appropriate staff or elected officials for resolution; receive and distribute correspondence to appropriate individuals.
7. Perform full range of clerical accounting duties in support of the utility billing function; provide customer service by phone and in person in support of the utility billing function including all aspects of the billing process and account maintenance; receive and process payments in person, through the mail, and via online payment using Illinois E-Pay; issue receipts; balance cash and prepare bank deposits; process requests for new service and to close accounts; generate utility bills monthly, print reports, verify reads and make

additions and corrections for final billing cycle; process utility billings including delinquency notices, final bills, and turn off notices.

8. Perform accounts payable duties; gather information and invoices from departments; verify accuracy of information and research discrepancies; input vendor invoices; process for payment in a timely manner; prepare and mail checks with necessary remittance attachments; update vendor information in accounting system.
9. Oversee payroll function; input employee time sheets and verify hours; process payroll checks through accounting system; distribute checks; prepare reports; prepare and schedule monthly tax deposits for federal and state and monthly wage reports to IDES; prepare and file quarterly 941 reports and state unemployment reports and any necessary payments.
10. Receive payments for police fines, liquor licenses, building permits and other permit fees; post receipts to appropriate accounts and prepare bank deposits.
11. Oversee receipt of tax revenues from State of Illinois and Champaign County; ensure revenues are posted to appropriate accounts, including Real Estate Tax, Sales Tax, Motor Fuel Tax, Personal Property Replacement Tax, Telecommunications Tax, Use Tax, and Video Gaming Tax.
12. Provide assistance to elected officials, Village Treasurer, Village Clerk, and other departments as needed.
13. Oversee daily management of Village Hall office, including coordinating with other departments and officials to ensure that appropriate levels of office and operating supplies are available.
14. Perform other duties as assigned.