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Village Of Moweaqua

**Job Posting**

**JOB TITLE**: Village Treasurer **DEPARTMENT**: Finance

**DIVISION**: Administration

**POSTING DATE**: March 15th, 2023 **EXPECTED START DATE**: May 1 st, 2023

**IMMEDIATE SUPERVISOR**: Mayor and Village Trustees **DIRECTION OF OTHERS**: Auditors

**EDUCATION**, **TRAINING**, **AND EXPERIENCE REQUIRED**: High School Diploma or Equivalent. Associates / Bachelors in relevant fields preferred. Relevant office experience preferred. Proficiency with Microsoft 365 programs (Word, Excel, PowerPoint, etc.) required.

**NATURE** **OF WORK**: The Village Treasurer performs a wide variety of general accounting, payroll computation, records keeping, data entry, and clerical duties including interacting with the general public in a receptionist role.

**WORK PERFORMED** / **AREAS OF RESPONSIBILITIES**:

I. Contributes to the efficient communication of data and information by preparing

documents, employee forms, monthly treasurer reports, budget preparation, other document production and duties relating to the financial operations of The Village. Receives and records remittances: departmental, state & federal government, taxes, fees, fines, etc. Prepares receipts and bank deposits.

Prepares and distributes checks, and vouchers for accounts payable processing. Obtains and maintains vendor W-9 records.

Assists in verification of accuracy of employee time records, reports payroll to accounting for the distribution of payroll checks.

Processes employee applications for benefits and maintains records (including W-4s, 1- 95, insurance deferred compensation, IMRF, etc.)

Assists in report distribution, records retention, filing, and maintains archives of financial records.

Maintains digital or conventional information storage retrieval systems to facilitate ease of access to data used in day-to-day activities.

Promptly respond to inquiries made by The Mayor and Village Trustees by telephone, e-

mail, mail, or in person.

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IX. Assists the General Public during business hours at the public transaction counter along with other Village Staff in all matters.

X Performs other duties as assigned.

XI. Ensures Compliance with all Local, State, and Federal Laws, Regulations, or Requirements .

XII. Works closely with Auditors to comply with all State and Federal Requirements.

**EXTENT OF INTERACTION WITH PUBLIC**:

I. Represents Village Government through direct contact with the public.

II. Answers citizen questions or inquiries through daily telephone, electronic, or in-person

contacts.

III. Processes citizens transactions, including, but not limited to: Water Bill Payments, Building Permits, Dog Licenses, and Golf Cart Licenses.

**REQUIRED LICENSES**, **CERTIFICATIONS**, **AND REGISTRATIONS**:

I. Must Possess a valid Illinois Driver’s License

II. Ability to be Bonded through IMLRMA (Village Provided)

**EQUIPMENT AND TOOL OPERATION**:

I. The ideal candidate processes the ability to operate a variety of office equipment relative to their job duties including, but not limited to the following: Communications Equipment, VOIP Phones, computers, copiers, fax machines, and calculators.

**WORKING HOURS AND CONDITIONS**:

1. This is an hourly position, consisting of regular business hours 8:00 AM - 4:00 PM CST Monday, Wednesday, Thursday and Friday. 8:00 AM – 12:00 Tuesday.

II. Under some circumstances, like local, state, or federally declared disasters, or other states of emergency, additional hours may be required.

III. This position works primarily in an office environment with little exposure to outdoor temperature vacations or environmental factors.

**WAGES AND BENEFITS**:

1. This is a Full-Time hourly position, with a salary range tbd.

II. Health Insurance

III. Illinois Municipal Retirement Fund Eligibility

**ADA**: **in compliance with the Americans With Disabilities Act the following represents the Physical and Environmental Demands**: The position requires an equal amount of time spent standing, walking, and sitting. LiRing, pushing / pulling, or carrying objects weighing up to twenty (20) pounds is sometimes required, with a maximum of forty (40) pounds inaequently required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are

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sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performIng this position. Most of the workday is spent indoors.

**ADDITIONAL REQUIREMENTS**:

1. Employee must live within 10 miles of The Village ofMoweaqua II. Employee must undergo a background check.

Applications can be obtained, and submitted at Moweaqua Village Hall, 122 N Main St,

**Moweaqua**, **IL 62550**. **Application submission by mail is acceptable**.

**All Applications must be submitted by April 3rd**, **2023 at 4**:**00 PM CST for consideration**.