

**Village of Wauconda
Job Description**

JOB TITLE: Director of Finance/Treasurer

DEPARTMENT: Administration

CLASSIFICATION: Exempt

SUPERVISOR: Village President and
Village Board of Trustees and
Village Administrator

SUMMARY:

The Director of Finance/Treasurer is part of the executive management team and head of the Finance Department activities and staff. Position is responsible for and oversees the maintenance of all financial records and financial operations of the Village. The position directs and coordinates highly complex and responsible accounting and financial work involving the operation and control of financial matters. The Director also formulates, recommends to the corporate authorities and coordinates financial policies, rules and regulations affecting financial control and management and investments.

QUALIFICATIONS:

Requires demonstrated leadership abilities, experience and knowledge of Government Accounting, Auditing and Financial reporting. Requires a pleasant, well-organized, self-motivated individual who is hard working, detail and deadline oriented. Must be professional in appearance and conduct. Must possess the ability to work well with others in a team oriented environment to accomplish certain tasks and projects.

SPECIAL REQUIREMENTS:

Hold applicable professional certifications and evidence of continue growth and development in the field of public financial administration. Must be able to pass a detailed background investigation with the Illinois State Police, a medical physical to meet the stated demands of the position, have an acceptable driving record and no evidence of misuse or use of illegal substances or drugs. Must submit and be able to successfully show acceptable results as evidenced by a credit check of personal finance history.

EDUCATION AND EXPERIENCE:

The position requires a Bachelor's level degree in Accounting, Finance or Public Administration from an accredited four-year college or university. Master's Degree and or Certified Public Accountant (CPA) or Certification by State and or National Municipal Treasurer's Association or Government Finance Officers Association is desirable, but not required if a combination of education and experience shows demonstrated success. The position requires evidence of continued growth and development in the field of public financial administration. Or a combination of skills and education that is equivalent to the noted education and stated experience.

HOURS:

As specified by the Village Administrator, Village President and Board of Trustees, full time exempt position, requiring work and appearances outside the traditional forty-hour workweek.

DUTIES:

Essential Functions

1. Directs the auditing, analysis, interpretation and reporting of matters related to assets, liabilities, revenues, expenditures and fund balances.
2. Directs and coordinates financial aspects and processing of budgeting, levies, payroll, accounting, purchases, billing and long range financial forecasting. Formulates, recommends and directs policies and procedures for the Village finances, including payroll, accounts receivable, accounts payable, billing, cash receipts, disbursements, investment of Village Funds and debt management. Coordinates with financial consultants.
3. Supervises, directs, evaluates and provides financial, technical guidance to employees in the Finance Department, their functions and processing procedures. In addition, directly supervises all aspects of personnel, human resources and risk management operations. Coordinates and formulates financial processing and procedures handled by other departments, Administrator, consultants and coordinators. Directs secretarial functions for the Finance Department and shared secretarial positions pertaining to financial processing.
4. Assists the Village Administrator and other department heads in coordinating department budget requests and directs the processing of the annual budget.
5. Directs the preparation of the annual appropriation ordinance and annual treasurer's report.
6. Coordinates with the Administrator, office manager and other Department heads and consultants, the financial computer applications systems necessary to maintain proper records and to afford adequate accounting controls and services.
7. Receives and coordinates financial information pertaining to capital improvement projects, escrow accounts; grant projects annexations etc from board, department heads, administrator and consultants and maintains financial records.
8. Appraises the village's financial position and issues periodic reports on its financial stability, liquidity and growth.
9. Oversees and directs the annual audit preparation and issuance of the Village's annual report.
10. Serves as Treasurer of the Police Pension Fund.
11. Serves as IMRF authorized agent for the Village.
12. Performs other functions as assigned within the scope of this position.

Marginal Functions

1. Maintains safe working conditions and oversees compliance with the safety procedures and policies of the village for the Finance Department.
2. Establishes and maintains contacts with financial institutions and the investment community.

3. Maintains membership and continues training in organizations promoting continued education in government accounting and reporting. Continued training requires attendance at related seminars, conferences and institutes.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
5. Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
6. Employee must be able to function in a sometimes fast and ambiguous environment.
7. Employee must be able to work with other members of senior management and publicly elected officials as required to include presentations and attendance at meetings.
8. Employee must attend numerous functions and meetings outside the traditional work day environment.
9. Employee must be able to deal with officials, co-workers, citizens and citizen groups that sometimes present uninformed expectations of services provided by the Village.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.

3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must be able to demonstrate good customer service skills with the ability to problem solve resident complaints.
5. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
6. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
7. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Administrative Assistant

DEPARTMENT: Finance

CLASSIFICATION: Non-Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Director of Finance/ Treasurer

SUMMARY:

Employee is the administrative assistant for the Finance Department, requiring a variety of bookkeeping, clerical, secretarial and administrative tasks as specified by the Director of Finance or as needed by the Assistant Treasurer. Directly responsible for the processing, organizing and filing, and preparing reports on one or more sections of a set of books or records relative to one or more phases of the Village's business transactions as determined by Village Ordinance, Policy, Director of Finance or in accordance with Finance Department policies and procedures

QUALIFICATIONS:

To function in this position the employee needs to have a working knowledge of bookkeeping, math, automated systems for accounting, computers and electronic data processing, spreadsheets and word processing to perform the requirements of the job with minimal supervision.

SPECIAL REQUIREMENTS:

Employee must be able to successfully pass a criminal background check through the Illinois State Police and financial background checks conducted by Human Resources with results of both investigations shared with the individual.

EDUCATION AND EXPERIENCE:

A minimum of a high school diploma or equivalent course work or certificate (GED) is required. Two years of college with demonstrated course work in math, bookkeeping, automated financial systems and data processing. Two years of successful performance in related positions, showing/demonstrating competency in desired skill areas. Education and experience can be substituted by a combination of experience, course work and skills.

HOURS:

An hourly, union employee, the Finance Department Administrative Assistant will work the established hours as specified by the Director of Finance and in accordance with bargaining unit agreements governing start and end times, days of work, overtime and other agreements in effect.

DUTIES:

Essential Functions

1. Performs the daily balancing of Cash Receipts and preparation of Daily Bank Deposits, as required. Function will be rotated between finance department employees during the week under the direction of the Director of Finance.
2. Posting, balancing, preparation, reporting and filing of the Accounts Payable.
3. Examines and codes invoices with proper accounting distribution.
4. Checks invoices for proper department head signatures and budget identifications.
5. Responsible for processing the Village employee payroll including reconciling time cards, posting, printing checks, related report, processing payroll deductions, including related reports and forms.
6. Create payroll journal entries.
7. Maintain, calculate and submit reports on the COPS Grant.
8. Post journal entries to financial programs and print reports.
9. Copy monthly revenue and expense versus budget reports and distribute as required.
10. Maintain process and coordinate the department procedures on financial data retention, state reporting and proper/required/legal destruction as required.
11. Process and maintain the medical, dental and life insurance payments and spreadsheets.
12. Process the Schools Resource Officer billing and maintain records to include special Detail expenditures.
13. Assists in organizing and maintaining financial records, documentation, filing systems and requests.
14. Assist Director of Finance with yearly audit work papers, budget, and Annual Treasurer's Report and Auditor requests.
15. Process purchase orders and bank recs.
16. Perform tasks, assignments or any other work that is similar, related or logical to the position.

Marginal Functions

1. Assists in answering phones.
2. Assists in working front desk, in role as cashier receiving public and providing quality customer service as required in times of high volume traffic, lunches and break times.
3. Provides assistance as needed to help complete clerical functions and support major projects.
4. Provides clerical support as required or directed by the Director of Finance, Assistant Treasurer or Office Manager.
5. Covers as required or specified to ensure inquiries and resident questions are routed to the specific department or answered as appropriate.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate personal discipline qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with department heads as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Executive Secretary

DEPARTMENT: Finance

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Director of Finance/ Treasurer

SUMMARY:

Position requires the ability to perform, organize and coordinate the Executive office's activities including performing independent research on a variety of accounting, personnel and Village's official documentation functions. Prepares and maintains accurate records and reports, performs a variety of calculations using a broad array of automated programs, to perform administrative details and liaison activities, directing the work of others tasked to support the Finance Department. Learn and develop recommendations to departmental procedures and processes. Perform routine and complex accounting, personnel payroll and benefit functions, official documentation organization and, support to the Finance staff. Coordinate and perform multiple activities efficiently and within the parameters established by the Director of Finance.

QUALIFICATIONS:

To function in this position the employee needs to have superior written and oral communication, organizational, accounting and organizational skills, and tact in dealing with sensitive information. The position demands abilities to work under pressure, work outside traditional work week and hours, while maintaining and supporting a proper work environment. Regularly exercises discretion and independent judgment. This position requires a pleasant, well organized, self motivated individual who has attention to detail and deadline completion. Professional in appearance and conduct is essential. Ability to work well with others in a team oriented environment to accomplish certain tasks and projects is required.

SPECIAL REQUIREMENTS:

Employee must be able to successful pass a criminal background check through the Illinois State Police and financial background checks conducted by Human Resources with results of both investigations shared with the individual.

EDUCATION AND EXPERIENCE:

A Bachelors level degree in Accounting, Finance or Business Administration from an accredited four-year college or university and five years municipal experience in a Governmental Finance office is desirable, but not required, if a combination of education including college courses and experience in the above areas shows demonstrated success.

HOURS:

The Executive Secretary will work established hours as specified by the Director of Finance.

DUTIES:

Essential Functions

1. Fixed Asset recording with assistance to all departments.
2. Developer Escrows, billing, receiving and reconciling.
3. Production and maintenance of employee personnel files and reports.
4. Research of a variety of financial, personnel and official documentation procedures and processes.
5. Production and maintenance of reconciliations, spreadsheets, and reports relating to financial and human resources and official documentation.
6. Organization, monitoring and reporting on Letters of Credit, Performance Bonds and Maintenance bonds.
7. Assists with the Budget and Audit as directed by the Director of Finance or Assistant Director.
8. Other functions within the scope of this position as directed by the Director of Finance.

Marginal Functions

1. Provides assistance as needed to complete projects as required by the Director of Finance.
2. Backup to Accounts Payable, Collector, Accounts Receivable, and Payroll employees in times of vacation or illness.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate personal discipline qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with department heads as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently

Fingering
Feeling

Frequently
Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Accountant

DEPARTMENT: Finance

CLASSIFICATION: Exempt

SUPERVISOR: Director of Finance

SUMMARY:

Position requires the ability to perform, organize and coordinate the Accounting office activities including performing independent research on a variety of accounting functions. Prepares and maintains accurate records and reports, performs a variety of calculations using a broad array of automated programs to perform administrative details and liaison activities. This position demands a solid grasp of public accounting, administration, budget processes, auditing work, pension knowledge and statutes impacting on municipal finance. Develop recommendations to departmental procedures and processes. Perform routine and complex accounting, personnel payroll and benefit functions, official documentations organization and support to the Finance staff. Coordinate and perform multiple activities efficiently and within the parameters established by the Director of Finance.

QUALIFICATIONS:

To function in this position the employee must have superior written and oral communication, organizational and accounting skills, and tact in dealing with sensitive information. The position demands abilities to work under pressure, while maintaining and supporting a proper work environment. Regularly exercise discretion and independent judgment. This position requires a pleasant, well organized, self motivated individual who has attention to detail and deadline completion. Professionalism in appearance and conduct is essential. Ability to work well with others in a team environment to accomplish certain tasks and projects is required. Must be able to work outside traditional work week and hours when necessary.

SPECIAL REQUIREMENTS:

Must possess a valid Illinois Drivers License; pass a background examination that will include credit check along with passing medical and drug screenings.

EDUCATION AND EXPERIENCE:

A Bachelors level degree in Accounting, Finance or Business Administration from an accredited four-year college or university and at least three years in accounting is a must. Must be proficient in Microsoft Office and Excel.

HOURS:

The accountant will work established hours as specified by the Director of Finance.

DUTIES:

Essential Functions

1. Maintain the general ledger and subsidiary ledger through preparing, reviewing, calculating and posting journal entries.
2. Prepares updates, verifies accuracy, and distributes a variety of regular ledger reports such as budget status reports, trial balances, balance sheet and other reports as needed.
3. Reviews and posts investment transactions and allocates investments and interest earned to proper funds.
4. Reviews pension investment transactions and interest earned for accuracy with preparation of a variety of financial reports as needed.
5. Prepares bank reconciliation statements and follows up with the discrepancies as directed.
6. Coordinates the retention and destruction of reports, files as specified by state statutes.
7. Assists with the preparation of the annual audit through development of audit work papers, reviewing of audit drafts, and reconciliation of the audit to the general ledger.
8. Fixed Asset recording with assistance to all departments.
9. Developer Escrows, billing receiving and reconciling.
10. Assists in production and maintenance of employee files and reports.
11. Research of a variety of financial, personnel and official documentation procedures and processes.
12. Production and maintenance of reconciliations, spreadsheets and reports relating to financial and human resources and official documentation.
13. Organization, monitoring and reporting on Letters of Credit, Performance Bonds and Maintenance Bonds.
14. Assist with Budget and Audit as directed by the Director of Finance.
15. Performs other functions within the scope of this position as directed by the Director of Finance.
16. Assist and support with the functions of the Utility Billing Process.

Marginal Functions

1. Provides assistance as needed to complete projects as required by the Director of Finance.
2. Perform the functions of Accounts Payable, Accounts Receivable and Payroll.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.

5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Human Resources and Risk Management Coordinator

DEPARTMENT: Human Resource Office

CLASSIFICATION: Full time Exempt

IMMEDIATE SUPERVISOR: Director of Finance/ Treasurer

SUMMARY:

The Human Resources and Risk Management Coordinator provides Human Resources, safety, training and risk management activities in support of Village of Wauconda and the Wauconda Park District. The Wauconda Park District will serve as the administrative home for this position, responsible for pay and all personnel administration requirements. The Human Resources and Risk Management Coordinator is subject to the personnel policies and procedures of the Wauconda Park District and is not entitled to any other benefits provided to the employees of the Village of Wauconda. The Human Resources and Risk Management Coordinator performs inspections, maintains files as required and supports all activities by the three districts, providing risk management support, guidance and council as required. This position serves as principal liaison between the Illinois Municipal League Risk Management Agency (IMLRMA) for the Village and the Park District Risk Management Agency (PDRMA) for the Park District. Position requires leading preparation for periodic risk management evaluations, ensuring compliance and maintenance of accreditation with that organization. The position is responsible for Human Resource Management for both organizations. Position serves as committee chair for all three agencies safety committees, participates in other committees, functions or actions as specified by the Village Administrator, Director of Finance and the Park District Executive Director.

QUALIFICATIONS:

A minimum of two years experience in public safety, public administration or Human Resource Management with demonstrated experience in risk management programs.

SPECIAL REQUIREMENTS:

Must possess a valid Illinois Driver's License, certification with National Safety Council or similar organization, certification by American Red Cross in First Aid/CPR/AED.

EDUCATION AND EXPERIENCE:

Must be a graduate from an accredited four-year college or university with a Bachelors degree in Occupational Safety, Public Administration or Human Resource Administration. Master's degree preferred or substantial experience participating or leading a risk management function in a public setting. Any combination of skills and experience that satisfies the basic requirements of the position.

HOURS:

As specified by the intergovernmental agreement with 3 days a week for the Village and two days a week for the Park District utilizing time to achieve assigned mission and tasks.

DUTIES:

Essential Functions

1. Provides Human Resource Management activities in support of the Village of Wauconda and the Wauconda Park District.
2. Plans, executes HR support for operations in both organization.
3. Negotiates benefits programs and works with insurance carriers to provide service to employees.
4. Provides support, service and advice on employee relation issues to include work with the four bargaining units in the Village.
5. Makes recommendations, reviews and rewrites, updates personnel policy revisions as required by Federal and State law.
6. Manage hiring process from justification of position, advertising, screening applicants, arranging for and participating in the interview process and executing hiring decisions as directed by the Village Administrator and Executive Director.
7. Conducts salary studies, benefit comparisons and other benefit recommendations as required.
8. Assist Village Administrator in determining salary adjustments and schedules.
9. Manage and publicize employee relations morale oriented events to include employee recognition for service and performance.
10. Process worker compensation claims.
11. Process claims and complaints made against the Village and the Park District.
12. Assists as required in negotiating with bargaining units.
13. Communicates matters of importance to the leadership in both organizations on matters of employee relations and safety.
14. Maintains records and files relating to human resources, personnel, safety and risk management.
15. Recommend and implement safety related improvements and efficiency measures
16. Develop general and specific safety related policies and procedures.
17. Develop and revise Safety Manuals, keep Village and District up to date on Risk Management requirements.
18. Develop, review, present safety related statistical information.
19. Assist management in enforcement of personnel, safety rules, regulations, policies, and procedures when violations are discovered.
20. Develop facility, vehicle and equipment inspection procedures, complete regular inspections, and recommended corrective or preventative measures.
21. Consult with other departments regarding design of equipment, facilities and areas.
22. Develop fire prevention and facility evacuation programs for all facilities. Performs inspection of these sites, buildings, playground, pools, beaches, equipment and vehicles.

23. Respond to safety related citizen complaints and inquiries.
24. Develop positive working relationships, and interchange ideas with other leisure agencies and other public and private agencies.
25. Prepare cost analysis, procedures, and reports for safety related projects and maintenance operations.
26. Develop recommendations regarding the purchase of safety related supplies, materials and equipment, training in claims reporting and follow up.
27. Schedule, coordinate and conduct risk management related training and other training as required or specified by the Directors.
28. Submit and follow up on all insurance claims.
29. Responsible for all Agency background investigations.
30. Participate in various PDRMA Committees that influence actions on the Park District.
31. Completes all reports and actions in a time sensitive manner.

Marginal Functions

1. Attend board meetings as directed by appropriate director.
2. Use laptop computer and associated software to process all information.
3. Prepare articles and updates on PDRMA related topics for the Park District.
4. Additional duties as assigned by the Village Administrator, the Director of Finance and the Executive Director.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management teams as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Collector (additional appointment as Deputy Clerk)

DEPARTMENT: Finance

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Director of Finance

SUMMARY:

The position includes a wide variety of clerical, financial and official duties. As Collector the position performs a number of tasks and assignments consistent with accounts receivables in the finance area along with duties as deputy clerk which include cash receipts, the issuance of a variety business, liquor and official documents on behalf of the Village Clerk. The position is responsible for maintaining official records, answering questions pertaining to official records and ordinances, along with providing historical data on official correspondence. The position also provides front desk service which demands excellent customer service skills in providing services to the residents and visitors who seek service from the Village.

QUALIFICATIONS:

The position demands superior administrative and customer relations skills. Must be able to interact with a wide variety of personalities and meet demands from both internal and external customers. Must be able to handle additional tasks within the finance department to include audit and review of daily cash receipts along with other checks and balances put in place by the Director of Finance. Must be able to act independently, provide service with courtesy and understand that work beyond the traditional 40 hour work week is possible.

SPECIAL REQUIREMENTS:

Must be able to successfully pass drug and medical examinations, a records check for criminal activity conducted through the Illinois State Police and undergo a financial background record check.

EDUCATION AND EXPERIENCE:

The position requires a high school diploma with a preference to a minimum of associate's level work at the community college level in finance, accounting or offices services. Two to three years of demonstrated customer service and accounting experience. A combination of skills and education that meet the needs of the job will be considered.

HOURS:

Hours are traditionally 8:30AM – 5:00 PM Monday through Friday, with occasional work outside the normal schedule to include some evening and Saturday morning assignments as needed.

DUTIES:

Essential Functions:

1. Performs Collector duties to include collection of payment for all fees and bills demanded by the Village.
2. May Balance cash receipts daily and prepares deposits for the bank.
3. Prepare and mails applications for business, liquor and other licenses required by the Village for commercial and business interests, along with other miscellaneous fees and licenses.
4. Receives, posts and reports and follows Finance Department procedures or as directed by the Director of Finance, cash receipts and accounts receivables.
5. Collects past due accounts after normal account receivable procedures have been followed, which includes notification of intent to place liens on property for debts from failure to pay for Village services, water bills and, NSF checks.
6. Performs back up work for other areas of finance, completes tasks according to procedure and law as directed by the Director of Finance.
7. Maintains Clerk's files, updates Code Books, placing legal publications on ordinance, resolutions and other official documents in newspaper and public forums as required by law. Answer daily inquiries and researches ordinances in support of internal and external requests for the Clerk and public.
8. Maintains record in hard copy and computer database and files on such items as performance bonds, street openings, letters of credit, certificates of insurance, employee surety bonds and updates files and records as appropriate.
9. Maintains official records and filing as required by law.
10. Serves as principle voter's registration point for the Village of Wauconda. Processes voter's applications and forwards applications to the Clerk of Lake County, Illinois.
11. Performs other functions within the scope of this position as directed by the Director of Finance.
12. Provides customer service and answers inquiries made at front desk.

Marginal Functions

1. Does special mailings as directed.
2. Participates in a number of activities in support of the Village Administrator and Director of Finance.
3. Prepares invoices as required or directed for Village services.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Utility Billing Clerk

DEPARTMENT: Public Works

CLASSIFICATION: Non Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Director of Finance

SUMMARY:

This position performs a variety of general and complex clerical duties in support of utility services function including handling meter reading information, preparing utility bills and balancing all water bills with payments; and to provide professional, effective and efficient public service assistance to the general public.

QUALIFICATIONS:

A natural or naturalized citizen of the United States age 21 or older, two years experience in accounts payable/accounts receivable financial organization with billing operations experience, preferably with a municipal government.

SPECIAL REQUIREMENTS:

Possess a valid Illinois Drivers License and ability to pass a medical physical and drug test as a condition of employment.

EDUCATION AND EXPERIENCE:

A high school diploma with further experience in a finance organization where successful skills development is evident in accounts payable/receivable with billing operations.

HOURS:

Monday through Friday 8:00AM – 4:30 PM as specified in existing collective bargaining agreements. Alternate work schedule may be implemented by the Director of Finance.

DUTIES:

Essential Functions

1. Verify correct billing amounts with customer accounts; adjust accounts as directed; prepare and balance entries on computer system including cash payments; verify record and balance prepared vouchers and adjustments including accounts receivable deposits and the initiation or termination of utility services; prepare final billings for distribution.
2. Verify billing against history, prepare monthly trial balances and balance special water bank account
3. Collect and maintain information from meter reading equipment; load and unload portable data processors used by meter reading staff.

4. Screen and direct calls and visitors as appropriate; answer questions and provide information to the public; refer citizen and client complaints and questions to appropriate department or division staff member for resolution; research accounts for customers as necessary.
5. Prepare a variety of correspondence, reports, corrected billings and documents as assigned; complete various forms; prepare and distribute reports for review and use; prepare and maintain a variety of forms by an assigned department or division.
6. Monitor backflow prevention program components to ensure compliance, send out reminder letters, follow-up with backflow test results.
7. Operates radios and assists in radio communications, operates base radio as requires, pages or contacts employees as needed.
8. Inputs data to standard office and department automated forms and makes postings to accounts; compiles data for various reports.
9. Processes all water billing functions including billing, shut off notices, billing account histories, water deposits, final reading notices and scheduling for high water bill inspection appointments.
10. Prepares and monitors work orders.
11. Maintains inventories and supplies required to perform functions.
12. Must have solid customer service skills.
13. Must know automated systems and programs essential to the position.
14. Must have solid bookkeeping and office management skills.

Marginal Functions

1. Performs routine clerical functions and administrative work in answering phone calls, receiving the public, providing customer assistance, data processing and bookkeeping.
2. Operates office machines as required.
3. Sorts incoming mail and prepares outgoing correspondence.
4. Participates in employee committees as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally

Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Deputy Clerk

DEPARTMENT: Finance

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Director of Finance/ Treasurer

SUMMARY:

Employee is the executive assistant to the Village Clerk, Village Administrator and Mayor; duties require a variety of administrative skills and tasks as specified by the Village Administrator or the Mayor. Directly responsible for the unique executive administrative support requirements needed for the smooth and efficient operations of a municipal government to include preparation of board agendas, managing correspondence, calendars, appointments for the executive elected and appointed leadership of the Village. Manages office support accounts, publishes meeting notices as required by state of Illinois law and Village ordinance and the Village newsletters, and supervises the coordination of all postal accounts.

QUALIFICATIONS:

To function in this position the employee needs to have a superior working knowledge of office administration, tact in dealing with sensitive information, with frequent contact with the public and managing calendars of publicly elected and appointed officials. The employee must possess written and oral communication, organizational, accounting and organizational skills. The position demands the ability to work under pressure, work outside traditional work week and hours, while maintaining and supporting a proper work environment. Regularly exercises discretion and independent judgment. This position requires a pleasant, well organized, self motivated individual who has attention to detail and deadline completion. Professional appearance and conduct is essential. Ability to work well with others in a team oriented environment to accomplish certain tasks and projects is required.

SPECIAL REQUIREMENTS:

Employee must be able to successful pass a criminal background check through the Illinois State Police and financial background checks conducted by Human Resources with results of both investigations shared with the individual.

EDUCATION AND EXPERIENCE:

A Bachelors level degree in Business Administration from an accredited four-year college or university is desirable, but not required, if a combination of education including college courses and experience in the above areas shows demonstrated success.

HOURS:

The Deputy Clerk will work established hours as specified by the Director of Finance.

DUTIES:

Essential Functions

1. Posts and distributes all Board/ Committee agendas.
2. Puts together weekly Board meeting agenda packets.
3. Handles all FOIA requests.
4. Invoices and issues all licenses, such as: business, liquor, raffle and special event licenses.
5. Maintains ordinance file and keeps Village code updated in accordance with ordinances.
6. Processes and verifies election and nominating petitions and forms every two years at election time.
7. Processes bank deposits and solicitor permits.
8. Acts as Lake County Deputy Registrar for voter registration.
9. Acts as Notary Public for notarizing documents.
10. Provides cash receipts for water bills, building permits, police violations, boat inspections and real estate taxes.
11. Proof reads all published documents and communications.
12. Maintains leases for office equipment and office/ house rentals.
13. Handles front desk duties: answers phones, receives water bill payments.
14. Sorts and distributes daily mail.
15. Orders all supplies for use at the Village Hall; obtains coffee, water and beverages as needed.
16. Other functions within the scope of this position as directed by the Director of Finance.

Marginal Functions:

1. Provides assistance as needed to complete projects as required by the Director of Finance.
2. Backup to Accounts Payable, Collector, Accounts Receivable, and Payroll employees in times of vacation or illness.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate personal discipline qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with department heads as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date