

Village of Westchester  
Part time finance clerk position

The Village is seeking qualified candidates with a friendly and courteous public relations attitude for the position of part time Finance clerk. This is a permanent part time position available for 20-25 hours per week, \$10-\$15 per hour-DOQ.

Duties may include but are not limited to: answering incoming calls; receiving visitors to staff or officials; serve as cashier for payments made for village goods and services; sort and distribute mail; speak with residents regarding problems with garbage pickup, snow removal complaints, recreational vehicles, traffic complaints; and other miscellaneous office activities.

Successful candidates will have excellent interpersonal communication skills; ability and skill working with computer software and systems; familiar with Windows/Office 2007; basic math skills; knowledge of cash register procedures and hardware; and must read, write, speak, and comprehend the English language;

Application available online: [www.westchester-il.org](http://www.westchester-il.org), Employment Opportunities page. Send completed application and resume to: Stan Urban, Village Manager, Village of Westchester, 10300 Roosevelt Road, Westchester, IL 60154 or email to: [surban@westchester-il.org](mailto:surban@westchester-il.org)