

## **Village of Hampshire, Illinois**

### **Accounting Assistant (Full-Time)**

The Village of Hampshire is seeking a detail-oriented and customer-focused **Accounting Assistant** to join its Administration/Finance team. This position plays an important role in supporting municipal financial operations, utility billing services, and front-office customer service.

This is an excellent opportunity for candidates who enjoy working with numbers, providing public service, and contributing to a collaborative local government environment.

---

### **Position Overview**

The Accounting Assistant supports daily financial and administrative operations, including accounts payable, accounts receivable, utility billing, and customer service support for residents and businesses.

**Work Schedule:** Full-time, 40 hours per week

**Hours:** Monday–Friday, 8:00 a.m. – 4:30 p.m.

**FLSA Status:** Non-Exempt

**Starting Pay Range:** \$24.75 – \$30.50 per hour

**Reports To:** Accounting Manager

Applications will be reviewed as they are received, and the position will remain open until filled.

---

### **Key Responsibilities**

#### **Accounts Payable**

- Process and record accounts payable transactions in the Village's ERP system
- Prepare payment reports and checks
- Maintain and organize vendor and accounts payable records

#### **Utility Billing**

- Prepare and review utility billing records for accuracy
- Coordinate billing processes with utility operations staff
- Assist customers with account setup, changes, and closures
- Monitor delinquent accounts and process late and shut-off notices

## **Accounts Receivable & Deposits**

- Process daily payments and maintain deposit documentation
- Prepare and deliver bank deposits
- Generate invoices and account statements as directed

## **Customer Service & Office Support**

- Provide front counter and phone support to residents and businesses
- Accept and process payments
- Answer questions and direct inquiries appropriately
- Maintain office files and records
- Assist with supply inventory and clerical tasks

## **Additional Duties**

- Assist with backflow prevention program administration
- Provide clerical and administrative support as needed
- Perform other duties as assigned

---

## **Qualifications**

### **Education**

- High school diploma or equivalent required
- Associate degree or certificate in accounting or related field preferred

### **Experience**

- Minimum one year of accounting or related experience required
- Municipal or government experience preferred
- Three years of general office experience preferred

### **Desired Knowledge & Skills**

- Basic accounting principles
- Utility billing processes
- Government ERP systems
- Cash handling and register operation
- Microsoft Office Suite proficiency
- Strong customer service and communication skills
- Organizational and multitasking abilities

---

## **Work Environment & Physical Requirements**

Work is primarily performed in an office environment. The position requires sitting, standing, and walking for extended periods and occasional lifting or moving of items up to 50 pounds.

---

### **How to Apply**

Job Application is available online at: <https://hampshireil.org/jobs/>

Completed job applications can be submitted at Village Hall, 234 S. State St., Hampshire, IL 60140

**Must complete a background check and medical screening.**

Position remains open until it is filled.