

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
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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
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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.