

THE CITY OF MOMENCE

Momence, IL 60954

CHUCK STEELE, Mayor
CHRISTY RITTER, Clerk
JENENE HENSON, Treasurer

ALDERMEN

Jake Salomone
Anne Carbonaro
Nova Metz
Leo (Todd) Clark

John Rehmer
David Cook
Tom Temple
Rebekah Cope

Full Time Position City Collector Assistant

ESSENTIAL JOB FUNCTIONS:

Perform general administrative duties including, but not limited to:

- Answering phones, customer service, photocopying, faxing, scanning, mailing, and filling
- Maintain databases and filing systems for the City of Momence
- Accounts Payable, Payroll, and Accounts Receivable
- Running various financial reports
- Strong written and oral communication skills
- Ability to contribute effectively in a team environment
- Other duties and special projects as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Experience with basic computer operations
- Working knowledge of Microsoft Office suite
- Current, valid driver's license

PREFERENCES:

- Knowledge of Municipal Accounting
- Working knowledge of the Spanish language

EQUIPMENT OPERATIONS:

- Personal computer
- Photocopier
- Fax Machine
- Telephone

Applications may be picked up or fill out on-line at:

www.cityofmomence.com

Please include a current resume

105 W. Washington St., Momence, IL 60954

The City of Momence is an Equal Opportunity Employer