



The Village of West Dundee currently accepting applications for a full-time or part-time Fiscal Assistant.

POSITION - Fiscal Assistant – Part-Time or Full-Time

DEPARTMENT - Finance Department

POSITION RESPONSIBILITIES -

These positions will be responsible for providing analytical and administrative support for the Village's Finance Department. This includes, but is not limited to:

- Accounts Payable: invoice coding and entry, review, processing, and mailing of weekly checks
- Support for Utility Billing processing
- Processing of payments for water bills, permits, licenses and other cash receipts
- Management and tracking of the Village's local gas tax and food and beverage taxes
- Assist in month-end processing
- Assisting management and staff with various projects
- Performing general office work including filing, mail, and record keeping
- Providing excellent customer service to residents, employees, and the general public both in person and over the phone in relation to water billing, accounts payable, and other general inquiries

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES -

- High School diploma. College degree preferred.
- Three years related experience in computerized payables, billing, accounting, or any equivalent combination of education and experience.
- Excellent communication and interpersonal skills; ability to maintain confidential information. Must be a team player and work well in a small office environment.
- Strong mathematical computation and analytical capabilities.
- Good organization, follow-through, and time management skills with strong attention to detail.
- Proficiency in Microsoft Office required; advanced Office/Excel skills a plus.
- Municipal finance knowledge a plus.

SALARY AND BENEFITS -

This is either a part-time or full-time position with an excellent benefit package. Starting salary range for this position is \$23.00 per hour to \$34.00 per hour depending upon qualifications.

LOCATION -

West Dundee Village Hall  
102 South Second Street  
West Dundee, IL 60118

HOW TO APPLY -

Applications may be obtained on the Village's website, [www.wdundee.org](http://www.wdundee.org) ([click here for direct access](#)). Please also include a cover letter and resume. Send application materials to:

David Danielson , Finance Director  
Village of West Dundee  
102 South Second Street  
West Dundee, IL 60118

Or email to: [ddanielson@wdundee.org](mailto:ddanielson@wdundee.org)

**Application review to begin immediately; Position open until filled.**

VILLAGE HALL  
102 South Second Street  
West Dundee, IL 60118  
(847) 551-3800  
FAX 551-3809

POLICE DEPARTMENT  
555 South Eighth Street  
West Dundee, IL 60118  
(847) 551-3810  
FAX 551-3843

COMMUNITY DEVELOPMENT & FIRE  
100 Carrington Drive  
West Dundee, IL 60118  
(847) 551-3806 / 3805  
FAX 551-3814

PUBLIC WORKS  
900 Angle Tarn  
West Dundee, IL 60118  
(847) 551-3815  
FAX 551-3842