

## **ACCOUNTING CLERK**

The City of Tuscola is seeking a qualified and highly motivated individual to fill the position of accounting clerk. The position is a full-time position, Monday through Friday, with work site located at Tuscola City Hall. The accounting clerk is responsible for, or assists with, many aspects of the City's bookkeeping (Accounts Payable, Accounts Receivable, Utility billing, bank reconciling and Payroll) and governmental fund accounting system, along with daily engagement with utility customers and city residents. Successful candidate will be very detail oriented and will possess a strong aptitude for computer applications; solid education and experience in accounting related field; excellent customer service skills; and ability to quickly and easily learn new skills. Starting hourly wage dependent on qualifications, with generous benefits package. EOE. Applications should be submitted with resume and references by on-line form, Email, mail, or in person.

City of Tuscola  
214 N Main St  
Tuscola, IL 61953  
[www.tuscola.org/employment](http://www.tuscola.org/employment)  
[info@tuscola.org](mailto:info@tuscola.org)

The City of Tuscola, IL is seeking a qualified and highly motivated individual to fill the position of accounting clerk. The accounting clerk is responsible for many aspects of the City's bookkeeping and governmental fund accounting system. Those responsibilities include, but are not limited to, the following duties.

- Completing billing for the city's utility systems, building permits, loans receivable and other miscellaneous billings.
- Monitor water usage and contact customers with unusually high usage
- Printing, verifying and mailing checks
- Performing payroll processes, including timekeeping, verification, benefit tabulation and tracking, and tax filing
- Maintaining the City's vendor database, including establishing new vendor accounts and maintaining tax identification information
- Perform some general ledger entries, updates and tasks
- Assist with end of year tax reconciliation, W-2 and 1099 preparation, annual audit work and other reporting
- Assist with licensing and permitting systems
- Answer 3-line telephone system, emails, walk in customers
- Resolve customer and resident complaints, suggestions and issues
- Assist other city employees when needed and cross train with other job functions to enable continuation of all services during vacations
- And other duties that may be assigned

Successful candidate will possess the following qualifications.

- High School diploma or general equivalency diploma
- College degree or course work in accounting or relevant strong work experience
- Solid knowledge of accounting principals
- Good aptitude for computer accounting applications as well as Microsoft Office programs, e-mail and internet applications
- Work well in a small group office setting and cohesively with co-workers
- Be flexible and willing to perform diverse duties
- Exhibit excellent customer service skills and problem resolution and follow-up

Starting hourly wage dependent on qualifications, with generous benefits package. EOE. Applications should be submitted with resume and references either in person, by mail or e-mail to Tuscola City Treasurer, 214 N Main St, Tuscola, IL 61953 or [along@tuscola.org](mailto:along@tuscola.org).