



FULL-TIME OFFICE ASSISTANT FINANCE DEPARTMENT

The City of Woodstock is a charming historic community of 25,528, located 55 miles northwest of Chicago on Metra rail. Listed on the National Register of Historic Places, Woodstock is a community unlike any other boasting historic 19th century buildings, dining, entertainment, accommodations, specialty shops, professional services, art galleries, and live theater. The City employs approximately 300 (full, part-time and seasonal) employees in a variety of departments within the organization, such as Office of the City Manager, Building & Zoning, Economic Development, Finance, Information Technology, Human Resources, Public Library, Opera House, Police, Public Works and Recreation. Our employees work to serve the residents and strive to make the City of Woodstock the best community it can be.

Job Summary

The City of Woodstock is seeking a full-time **Office Assistant** with its Finance Department. The purpose of this position is to provide customer service, answer the phone, receive the public and serve as first point of contact and general reception to Woodstock City Hall. The position also provides routine, clerical support to the Finance Department and its multiple functions.

Examples of Duties and Responsibilities:

1. Provides front desk customer service, answers inquiries, answers telephones, assists the public and routes routine calls to the appropriate department(s).
2. Enters and processes payments including utility and accounts receivable payments.
3. Performs financial clerical functions and provides support to the appropriate departments for receipt of payments.
4. Performs clerical functions related to accounts payable, community development fees, tax payments, opera house sales, library fees, parking violation fees.
5. Assists in utility billing functions by creating final bills, move orders, and collection notices.
6. Sells garbage stickers, recycling bins, and yard waste stickers.
7. Types forms, correspondence, and other materials as assigned.
8. Assists other Departments with clerical duties as requested.
9. Balances payments and assists the payroll and accounts receivable staff.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

1. High school diploma or equivalent, vocational/technical training in office practices and bookkeeping.
2. One to two years customer service experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
3. Bilingual/Fluent Spanish speaking ability highly preferred.

Salary:

This is a full-time, hourly position for which the starting pay is \$17.39 per hour. Additionally, an excellent benefits package is provided including an IMRF pension.

Application Process:

An application for this position may be obtained from the City's website at www.woodstockil.gov or by emailing to request one at hrdept@woodstockil.gov. A current resume, cover letter including salary expectations, and a completed City of Woodstock job application **MUST BE EMAILED** to: hrdept@woodstockil.gov. If you do not have access to a personal computer or the internet, please visit your local library. The City reserves the right to select only the most qualified applicants for an interview. The City of Woodstock is an Equal Opportunity Employer.

Application Deadline: Friday, January 24, 2020 at 5:00pm.