



Village of Antioch Finance Department
is currently accepting applications for the following vacancy:

Job Title: Accounting Clerk I

Hours: Forty (40) hours per week
**Position qualifies for health insurance and vacation,
sick and holiday pay.**

Hiring Rate: \$15.00 - \$20.00 per hour depending on experience

Application Deadline: Posted until position is filled

Responsibilities Include:

Posting cash receipts batches; GL accounting and reconciliations; financial reporting. Processing accounts receivable, requisitions, and purchase orders. Posting journal entries. Assisting staff with accounts payable, payroll, water and sewer billing, and bank reconciliations. Performs clerical duties such as filing, copying, binding and other related duties as assigned.

Requirements Include:

- Minimum of high school diploma or GED equivalent
- At least two (2) years of experience in the accounting field
- Experience in government finance preferred
- Some formal education in Accounting desired
- Must possess strong MS Excel skills
- Must be detail-oriented, organized with the ability to work independently

To Apply:

If interested, please fill out an application for employment at www.antioch.il.gov or apply in person at Village Hall, 874 Main Street, Antioch, IL, 60002. Applications accepted Monday through Friday between the hours of 8:30am – 5:00pm. **Resumes encouraged.**

Village of Antioch is an Equal Opportunity Employer