

# Village of Minooka

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## ACCOUNTING / GENERAL ADMINISTRATIVE INTERNSHIP

### Job Description

**Department:** Village Administration  
**FLSA Class:** Hourly / Non Exempt / Fixed  
**Union:** None  
**Employment Status:** Part-Time Intern  
**Position Reports to:** Finance Director  
**Date:** Immediately (Internship)

### JOB DUTY SUMMARY

This position is a part-time paid internship working between 20 to 24 hours per week and supports the Village Administration staff by assisting with accounting functions and all general office and customer service functions. Diplomacy and confidentiality are required.

### ESSENTIAL JOB FUNCTIONS

Assist with accounts payable processing and other accounting functions.

Perform customer service in front office and general office functions around Village Hall as needed.

Ensure strict confidentiality of office records and customer information.

Scanning documents into the Village document storage software.

As well as other office duties as needed.

### BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE

- Ability to work within time constraints and to prioritize work.
- Ability to work with sensitive information in a professional and confidential manner.
- Should be very organized and able to think logically, and should be able to multi-task and work on multiple projects at one time.
- Ability to accept direction and additional responsibilities from manager and/or staff supervisor.
- Ability to work as part of a team and convey a positive and professional attitude towards other staff members, clients and vendors.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to comprehend, retain and apply Village policies and procedures.
- Ability to perform complex mathematical calculations.
- Ability to work in a mild customer service environment.
- Punctuality required.

## **EDUCATION AND/OR EXPERIENCE**

- High School Diploma
- Enrolled in a four year university or community college with an emphasis in administration, human resources, or accounting.

## **EQUIPMENT KNOWLEDGE REQUIRED**

- Ability to operate various types of equipment – standard office and computer equipment.
- Knowledge of PC functions and programs such as Word, Excel, Power Point, Outlook, etc.
- Knowledge and experience with databases and database reporting software.
- Knowledge and experience with website software and procedures; WordPress is a plus.

## **LANGUAGE SKILLS**

- Ability to communicate effectively with other employees, supervisor and the public.
- Ability to present ideas effectively, both orally and in writing.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance; grasp/manipulate and/or reach with fingers, hands and arms; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The Village of Minooka is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*To apply, submit resume and application in PDF format to [kristi.lamontagna@minooka.com](mailto:kristi.lamontagna@minooka.com); fax to 815-467-3599; mail to 121 E. McEvilly Rd, Minooka, IL 60447, or drop off at Village Hall in person Monday – Friday, between 8:00 a.m. and 4:30 p.m.*