



# JOB DESCRIPTION

JOB OVERVIEW			
JOB TITLE:	Temporary Bookkeeper		
JOB LOCATION:	Township Offices	F/T or P/T:	P/T (20 hr week)
PROGRAMS:	All Township programs	REPORTS TO:	Township Accountant
HOURS:	During working hours on M-F 8:30 a.m. – 4:30 p.m.	BENEFITS:	None
PAY RANGE:	\$25-27.50/hour commensurate on experience and skills		
POSITION DETAILS			
POSITION SUMMARY:	Milton Township is seeking a detail-oriented and reliable <b>Temporary Part-Time Bookkeeper</b> to support the Township’s financial operations during a seasonal increase in workload due to audits. This position is ideal for candidates with municipal or nonprofit accounting experience who thrive in a collaborative, service-oriented environment.		
ESSENTIAL JOB FUNCTIONS:	<u>Financial Recordkeeping:</u> <ul style="list-style-type: none"><li>• Accurately record daily bookkeeping activities and financial transactions, including receipts, disbursements and general ledger entries, in compliance with established accounting procedures.</li><li>• Maintain organized and up-to-date financial records, ensuring proper documentation and categorization of expenses and revenues.</li></ul>		
	<u>Accounts Payable and Receivable:</u> <ul style="list-style-type: none"><li>• Process invoices, bills, and payments, &amp; verifying accuracy. Submit to Accounting Coordinator.</li><li>• Prepare and issue invoices for services rendered.</li></ul>		
	<u>Financial Compliance:</u> <ul style="list-style-type: none"><li>• Ensure compliance with financial regulations, laws, and Township policies.</li><li>• Assist in preparing financial documents for audit inquiries as needed.</li></ul>		
	<u>Data Entry and Software Usage:</u> <ul style="list-style-type: none"><li>• Utilize accounting software and spreadsheets to input and manage financial data efficiently.</li><li>• Ensure the accuracy and integrity of data entered into the financial system.</li></ul>		
	<u>Expense Reporting and Reimbursements:</u> <ul style="list-style-type: none"><li>• Process employee expense reports, verifying receipts and adherence to reimbursement policies.</li><li>• Prepare reimbursement checks with the Town Board and track expense-related transactions.</li></ul>		
	<u>Documentation and Filing:</u> <ul style="list-style-type: none"><li>• Digitize and create organized and secure financial files, both electronically and physically, for easy reference.</li></ul>		



	<b>Collaboration and Communication:</b> <ul style="list-style-type: none"> <li>Communicate effectively with Accounting Coordinator, vendors and employees regarding financial matters.</li> </ul>
<b>OTHER JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>Provide assistance during time of audit and forensic audit.</li> <li>Organize and relocate archive files; digitize where appropriate.</li> <li>Determine documents per document retention policy and Illinois Attorney General's regulations ready for removal.</li> </ul>
<b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>Ability to work autonomously, identify and resolve issues in a timely manner and effectively prioritize activities.</li> <li>Ability to maintain professional customer service image and services.</li> <li>Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources.</li> <li>Ability to maintain effective professional relationships with Elected Officials, Staff, Residents and Vendors.</li> <li>Skill to utilize computer programs for word processing, data entry, spreadsheets and database software.</li> <li>Knowledge of Office equipment utilization procedures, such as printers, phones, computers and copiers.</li> </ul>
<b>SPECIAL REQUIREMENTS:</b>	<b>None</b>
<b>WORKING CONDITIONS:</b>	<ul style="list-style-type: none"> <li>This Position is primarily executed indoors. However, it may require contract with outdoor weather at special event activity participation.</li> <li>Contact with low noise levels common in an indoor working environment. Moderate noise level may be experienced during certain events.</li> </ul>
<b>DIRECT REPORTS:</b>	<b>None</b>
<b>NATURE OF EMPLOYMENT:</b>	<b>At-will</b>
<b>QUALIFICATIONS</b>	
<b>EDUCATION, EXPERIENCE AND COMPUTER SKILLS:</b>	<ul style="list-style-type: none"> <li>Associate's degree in accounting, finance or a related field.</li> <li>Experience in bookkeeping and accounting.</li> <li>Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite, particularly Excel.</li> <li>Attention to detail and accuracy in data entry and recordkeeping.</li> <li>Knowledge of basic accounting principles and practices.</li> <li>Preferred, familiarity with local government operations.</li> </ul>
<b>PHYSICAL REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>Lifting of boxes of less than 25 lbs.</li> <li>Employees are regularly required to sit, stand, walk, reach with hands and arms, talk and hear.</li> </ul>



### **Equal Opportunity Employer:**

Milton Township will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, order of protection status, genetic information, disability, pregnancy, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.