

EMPLOYMENT POSTING – OFFICE MANAGER

Village of New Berlin, Illinois

January 2, 2024

The Village of New Berlin seeks a full time Office Manager. Hours are Monday – Friday, 8 AM to 4:30 PM. Benefits include time off for Holidays, Sick Time, Vacation Time, Health Insurance, and IMRF Retirement

General Description

The Village Office Manager is designated the primary administrative agent and central contact person for the Village. As such, he or she is expected to exercise a considerable amount of independent judgement and initiative.

Provide excellent customer service and communicate effectively, orally and in writing, with the general public, employees, and others.

The Village Office Manager is the official record keeper for the Village and reports to the Village Mayor, and Village Board, respectively.

General, Technical, and administrative Duties

- Overall operational management and control of the Village office.
- Familiarity with current and planned operations of Village Departments.
- Posting of future Village meetings, minutes, and all other information as directed by law or ordinance.
- With due diligence, and in a timely manner, inform the Village Mayor and Village Board, respectively, when relevant situations or occurrences arise, or could arise, that might affect the Village.
- Manage all standing and cyclical Village financial records and accounts.
- Manage Village Utility billing, accounts receivable, collection, deposits, and customer receipts.
- Preparation and management of the Village semi-monthly employee payroll with submission of all required related tax and governmental reporting within due dates described by law.
- Manage Village accounts payable and pay all bills on time with accurate records.
- Work with the TIF administrator to properly administer TIF funds.
- Oversight and timely maintenance of the Village website.
- Preparation of varied and summary operational reports as requested by the Mayor and Board.

Other duties as required by law, ordinance, or as assigned by the Village Mayor or Board.

Prerequisite Skills

- Ability to work independently and to perform duties under pressure and modified timelines.
- Ability to acquire a practical knowledge of legal, administrative, and procedural regulations applicable to a unit of local government.
- practical understanding of generally accepted accounting principles as applied to a unit of local government.
- high degree of experience and proficiency in internet communications, Microsoft Excel, Outlook, Google Drive, and commonly used accounting software. Proficiency in the use of Locis software or a demonstrated aptitude to become proficient in its use.
- Referencing knowledge of the *Revised Code of Ordinances of New Berlin Illinois*, as amended.

Suggested Background Experience

College or trade experience in areas relevant to this position.

A minimum of five years' experience in a similar office environment, with at least one year supervisory experience is required.

Wages and Benefits

Wages and benefits are determined, negotiated, and set by the Village Board. Benefits include time off for Holidays, Sick Time, Vacation Time, Health Insurance, and IMRF Retirement . The salary range for this position is \$35,000 to \$45,500.

Position Application

Applications for this position may be addressed to Sknox@newberlin.il.us , or delivered at the New Berlin Village Hall, 301 E. Illinois Street, New Berlin, IL. 62670.

Applications should be received no later than January 15, 2024