

Accounting Clerk/Receptionist

The City of Highland seeks qualified applicants for the full-time position of **Accounting Clerk/Receptionist**. This position performs clerical and customer service functions related to all municipal services at City Hall. Primary responsibilities include processing of all municipal utility payments, sales and issuance of city licenses and tags, responds to all public inquiries and customer service related issues.

Candidates must have a High School Diploma or equivalent as well as a minimum of one (1) year related work experience. Cash handling and customer service experience is required. Candidates must have ability to operate wide variety of office equipment. Must have demonstrated experience with MS Office, financial software and the internet. Excellent communication, interpersonal skills and organizational (multi-tasking) skills are required. A valid driver's license is required as candidates must be able to provide own transportation between locations as needed. Residency within the City Limits of Highland is also required within one year of hire.

If you meet the qualifications outlined above please send an application or resume no later than November 25, 2016 to: City of Highland; Attn: Director of Human Resources; 1115 Broadway, P.O. Box 218; Highland, IL. 62249. EOE