



# ROBERTS PARK FIRE PROTECTION DISTRICT

*Serving Hickory Hills & Justice*

8611 S. Roberts Road • Justice, Illinois 60458-2308  
Non-Emergency 708-598-6752 • Fax 708-598-6778 • [www.rpfpd.org](http://www.rpfpd.org)

## **Employment Opportunity for Part-Time Accounts Clerk**

*The Accounts Clerk position shall be responsible for the performance of clerical tasks. The Accounts Clerk shall be hired and disciplined by the Fire Chief or his designee. The Accounts Clerk is a civilian position.*

### **Essential Job Functions**

Essential duties and responsibilities may include, but are not limited to, the following:

- Administer all aspects of full-time and part-time payroll, including management of time sheets, deductions, and employee selected savings plans. Will enter necessary data to payroll processing agency.
- Process and issue payment of all invoices, including accurate and efficient recordkeeping. Must be proficient in the use of QuickBooks.
- Answer phones and greet visitors in the reception area.
- Periodically make reservations and travel arrangements for administrative staff.
- Order and maintain appropriate office supplies
- Perform other general clerical tasks as needed.

### **Qualifications**

- Must possess a High School diploma or GED, and three or more years of accounts payable experience.
- Must have competency in using basic office equipment including computer which includes MS Office and Excel.

### **Compensation**

- Position requires approximately 20 hours per week
- Starting pay rate of \$15.00 per hour
- Flexible hours
- Earned time off
- Position is not eligible for healthcare benefits

### **To Apply**

Applications can be picked up in person or available online at: [www.rpfpd.org](http://www.rpfpd.org). Return completed application to the Roberts Park Fire Protection District, 8611 S. Roberts Road, Justice, IL 60458 or send by email to [lberger@rpfpd.org](mailto:lberger@rpfpd.org). Applications will be accepted until July 7, 2017.