

VILLAGE OF POPLAR GROVE
VILLAGE COLLECTOR
Full-Time - Exempt

POSITION DESCRIPTION:

To assist the Village of Poplar with the collection of account receivables; utility funds, permit fees, licensing, grants, sponsorships, etc. and accounts payable through the execution of recording keeping and reporting to the Village Treasurer, Village President, Village Clerk, and the corporate authorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee the collection and the direct collection all Village funds including utility funds.
2. Preserve the warrants returned and keep books and accounts in the manner prescribed by the corporate authorities of the Village.
3. Provide Weekly receipts to the Village Treasurer and Village Clerk.
4. Work with the Village Treasurer to provide any reports, records, documentation or other information in the control of the collector.
5. Prepare and provide reports to the corporate authorities, as requested.
6. Annually, between the first and the tenth of April, file an annual statement to the Village Collector for newspaper publication.
7. Money management of cash receipts and petty cash.
8. Keep accurate financial records of all accounts necessitated by the Collector's duties.
9. Enter, record, and process all accounts payable invoices, including mailing.
10. Any additional duties assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, associate's degree in accounting or finance. Higher education is a plus or comparative experience.
2. Excellent money management and math skills.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills.
5. Organizational skills with eye for details.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.