

CITY OF MAROA

120 S LOCUST STREET
PO Box 136
MAROA, IL 61756

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Job Title: Office Assistant
Location: Maroa, Illinois

RYAN WILKEY, MAYOR
TED AGEE, CITY ADMINISTRATOR
CRYSTAL PARROTT, CITY CLERK
RANDI AMETTIS, TREASURER

CITYHALL@MAROAILLINOIS.GOV

Reports To: City Clerk/City Administrator
Job Type: Part-time

Job Summary

We are seeking an organized, detail-oriented Office Assistant to join the City Clerk's office. You will be responsible for supporting the City's operations by receiving and processing incoming payments, reconciling accounts, and assisting with collections. The ideal candidate thrives in a public service environment and possesses strong analytical and communication skills.

Key Responsibilities

- **Billing & Invoicing:** Create, send, and track water and sewer invoices and other municipal receivables accurately.
- **Cash Application:** Post daily payments (cash, checks, credit cards) to appropriate customer accounts.
- **Collections:** Monitor aging reports to identify overdue accounts and send payment reminders.
- **Community Support:** Handle community inquiries both in-person and over the phone in a professional manner. Direct inquires to the proper officials/departments.
- Other duties as required by the City Clerk.

Qualifications & Skills

- **Experience:** Preferred 1–3 years of accounts receivable, billing, or general accounting experience.
- **Software:** Proficiency in Microsoft Office Suite and accounting software.
- **Communication:** Excellent written and verbal communication skills for effective collections and internal collaboration.
- **Education:** High school diploma or equivalent required.
- **Attributes:** High attention to detail, strong problem-solving skills, excellent interpersonal communication attributes and ability to handle confidential information.

Application Process

Interested candidates should request an employment application or submit a resume, cover letter, and three references to

cityhall@maroailinois.gov