



## VILLAGE/TOWN OF SOMERS

### ACCOUNTS PAYABLE/RECEIVABLE CLERK

The Village of Somers seeks a candidate to fill the position of Accounts Payable/Receivable Clerk. This is a full-time, non-represented position within the Clerk-Treasurer's Office. The Accounts Payable/Receivable Clerk is responsible for the weekly payment of invoices and processing accounts receivable. This person is also responsible for maintaining excellence in customer service.

#### Why Join our Community?

The Village is a growing community. Our population will soon be over 10,000. The Village is highly sought after by businesses and residents who want to live and work here. We have and will continue to experience significant business growth, due to our proximity to I-94. We are perfectly located between the City of Kenosha, City of Racine, City of Milwaukee and the City of Chicago. Both General Mitchell and O'Hare airports are within an hour drive of Somers. The Village is home to an abundance of parks, bike trails, Lake Michigan, top quality health care facilities, restaurants, and shopping.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Creates, updates, and maintains files for vendors.
- Performs data entry associated with accounts payable.
- Processes invoice payments on a weekly basis.
- Produces check register reports.
- Address and respond to vendor inquires.
- Assists in answering central telephone system, supply information to callers, and/or directs phone calls to appropriate department.
- Prepares and sends invoices to customers.
- Maintains records of incoming payment of customer invoices.
- Investigates and resolves irregularities in both incoming and outgoing payments.
- Provides supporting documentation for annual audit.
- Assists the Village/Town Clerk/Treasurer with completing the Statement of Property Status requests.
- Greets visitors; answer questions and complaints in a tactful, helpful manner.
- Receipt payments in cash receipting system, pet license system, and property tax systems.
- Assists the Village/Town Clerk/Treasurer with the maintenance of the Wisconsin election management and voter registration system including processing voter information, fulfilling absentee ballot requests, and other election related duties.
- Write and edit documents.

- Assists the Village/Town Clerk/Treasurer with the processing of various licenses including, but not limited to, alcohol beverages, cigarette, direct sellers, dogs, cabaret, and amusements.
- Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested.
- Complete assignments as directed by the Village/Town Administrator and Village/Town Clerk/Treasurer.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Notary Public certification within 6 months.
- Completion of the WisVote Certification within 6 months.
- Valid Driver's License.

### **EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or GED equivalent; Associated Degree in Administrative Assistant, or Paralegal, or related field is desired.
- Knowledge of general accounting principles and procedures.
- Two years of relevant work experience, including cash handling is required.

### **SKILLS AND ABILITIES:**

- Conducts oneself in a manner which promotes quality, professionalism, and service excellence for employees, businesses, citizens, vendors and other local State and Federal agencies.
- Ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible.
- Effectively communicate orally and in writing with the general public.
- Ability to multi-task on daily basis.
- Maintain a degree of confidentiality.
- Must be able to work independently.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.

The Village/Town of Somers offers excellent benefit package including Wisconsin Retirement System, health & dental insurance.

Please send Employment Application and Resume with References to: Village of Somers, Attn: Jason J. Peters, Village/Town Administrator, PO Box 197, Somers, WI 53171 or email [jpeters@somers.org](mailto:jpeters@somers.org)



## EMPLOYMENT APPLICATION

*The Village of Somers is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion or national origin.*

**APPLICANT PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE ANSWERING ANY QUESTIONS.**

1. Please print or type all information. Answer all questions as completely as space will permit. Failure to complete application may prohibit you from proceeding in the evaluation process for this position.
2. Statements made in this application are subject to verification. The detection of false statements is a cause for disqualification or dismissal.
3. Date and sign the application on page 5.
4. Keep a copy of application materials for your files.

<b>Position Applying for:</b>		<b>Full Time</b>	<b>Part Time</b>
<b>How did you find out about the position you are applying for?</b>			
<b>Personal Information</b>			
<b>First Name:</b>	<b>Middle Initial:</b>	<b>Last Name:</b>	<b>Suffix:</b>
<b>Address:</b>	<b>City:</b>	<b>State</b>	<b>Zip:</b>
<b>Daytime Phone:</b>	<b>Cell Phone:</b>		
<b>Email:</b>			
<b>Are you legally entitled to work in the United States?</b>		<b>Yes</b>	<b>No</b>
<b>Are you age 18 or over?</b>	<b>Yes</b>	<b>No</b>	<b>If no enter date of birth:</b>
<b>Do you have a valid Driver's License?</b>		<b>License #:</b>	
<b>Yes</b> <b>No</b>			
<b>Do you possess a valid Commercial Driver's License?</b>		<b>If yes, check all that apply:</b>	
<b>Yes</b> <b>No</b>		<b>A</b> <b>B</b> <b>C</b> <b>D</b> <b>H</b>	
<b>Special skills and qualifications that may apply to the position:</b> (Please include all computer software which you can operate skillfully):			
<b>List any memberships in professional or technical associations:</b>			
<b>Current certifications, licenses, or registrations as a member of a trade or profession:</b>			

**Education and Training Education and Training**

**Name and Location of High School:**

**Highest Grade or Year Completed:**

**Do you have a high school Diploma or GED?**

**Yes      No**

**Training Beyond High School**

**(College or University, Business College or other schools you have attended)**

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Graduated?</u>	<u>Minor/Major</u>
		<b>Yes      No</b>	
		<b>Yes      No</b>	
		<b>Yes      No</b>	
		<b>Yes      No</b>	

**Describe any education and training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in service training, or volunteer work which you feel is relevant to the job you are applying for.**

**References**

<u>Name:</u>	<u>Phone Number:</u>	<u>Occupation:</u>	<u>Years Known:</u>

Employment History <i>(most recent job first)</i>		
<b>Name and Location of Employer:</b>		<b>Type of Business:</b>
<b>Your Job Title:</b>	<b>Full Time:</b>	<b>Dates Employed:</b>
	<b>Part Time:</b>	
<b>Your Duties:</b>		
<b>Supervisor's Name:</b>		<b>Supervisor's Phone Number:</b>
<b>May we contact now?</b>	<b>Yes</b> <b>No</b>	<b>Starting Salary:</b> <b>Ending Salary:</b>
<b>Reason(s) for leaving?</b>		

<b>Name and Location of Employer:</b>		<b>Type of Business:</b>
<b>Your Job Title:</b>	<b>Full Time:</b>	<b>Dates Employed:</b>
	<b>Part Time:</b>	
<b>Your Duties:</b>		
<b>Supervisor's Name:</b>		<b>Supervisor's Phone Number:</b>
<b>May we contact now?</b>	<b>Yes</b> <b>No</b>	<b>Starting Salary:</b> <b>Ending Salary:</b>
<b>Reason(s) for leaving?</b>		

<b>Employment History (continued)</b>		
<b>Name and Location of Employer:</b>		<b>Type of Business:</b>
<b>Your Job Title:</b>	<b>Full Time:</b>	<b>Dates Employed:</b>
	<b>Part Time:</b>	
<b>Your Duties:</b>		
<b>Supervisor's Name:</b>		<b>Supervisor's Phone Number:</b>
<b>May we contact now?</b>	<b>Yes      No</b>	<b>Starting Salary:</b> <b>Ending Salary:</b>
<b>Reason(s) for leaving?</b>		

<b>Name and Location of Employer:</b>		<b>Type of Business:</b>
<b>Your Job Title:</b>	<b>Full Time:</b>	<b>Dates Employed:</b>
	<b>Part Time:</b>	
<b>Your Duties:</b>		
<b>Supervisor's Name:</b>		<b>Supervisor's Phone Number:</b>
<b>May we contact now?</b>	<b>Yes      No</b>	<b>Starting Salary:</b> <b>Ending Salary:</b>
<b>Reason(s) for leaving?</b>		

<b>Have you ever been convicted of any violations of law, other than minor traffic violations?</b> <b>If yes, for what have you been convicted, when, where and penalty imposed?</b>
<b>Note: Convictions are not an automatic bar to employment, but are reviewed in relation to the job for which you applied. Convictions not reported may be cause for discharge.</b>



**APPLICANT’S CERTIFICATION AND AGREEMENT  
CAREFULLY READ THIS APPLICATION AND YOUR ANSWERS AND CERTIFICATION AND  
AGREEMENT BELOW BEFORE SIGNING.**

I certify that answers given herein are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal.

I authorize the Village of Somers to make such investigations and inquiries of my personal employment, financial and other related matters as may be necessary at arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. A copy of this authorization shall be effective as the original.

I authorize the Village of Somers to make such investigation of my medical history, as may be necessary only after I have received a conditional job offer by the Village of Somers.

I further understand that in the event of employment by the Village of Somers, my classification as a permanent employee depends upon my successfully performing work assigned me during a probationary period, where applicable.

I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act. Applicants should discuss overtime pay practices with the appointing authority prior to accepting employment with the Village of Somers.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT:**

\_\_\_\_\_  
**DATE:**

Thank you for completing this application and for your interest in employment with us. We would like to assure you that your opportunity for employment with the Village of Somers will be based on your merit and qualifications and no other consideration.

<i>Office Use Only</i>		
<b>Interviewed by:</b>	<b>Date Interviewed:</b>	
<b>Notes, Comments, Recommendations:</b>		
<b>Hire Date:</b>	<b>Will Report On:</b>	
<b>Approved by: Department Head   Administrator   Village Board   Other _____</b>		
<b>Job Title:</b>	<b>Department:</b>	<b>Salary/Hourly Rate:</b>