

**Job Title:** Payroll & Accounting Specialist (AP/AR)

**Location:** Richland County Clerk's Office

**Job Type:** Full-time Monday-Friday 8am – 4pm

**Key Responsibilities:**

- **Payroll:** Process bi-weekly payroll for all county employees, manage timesheets, and handle tax withholdings/benefits deductions.
- **Accounts Payable:** Manage full-cycle AP, including processing vendor invoices, expense reports, and preparing weekly check runs/ACH payments.
- **Accounts Receivable:** Generate customer invoices, post daily cash receipts, and monitor aging reports to ensure timely collections.
- **General Accounting:** Assist with month-end closing, reconciliations, and maintain accurate financial records.
- **Delinquent Taxes:** Manage redemptions, accept payments, issue "take notices".
- **Election Help:** The clerk's office employees help with all elections.

**Qualifications:**

- 2+ years of experience in accounting, bookkeeping, or payroll is preferred
- Exceptional attention to detail and ability to handle confidential information.
- Commitment to customer service and excellent communication skills.

**Benefits:**

- Starting pay 18.93
- Health insurance
- Illinois Municipal Retirement Fund (IMRF)
- Laborer's Local 1197

**How to Apply:**

Please send your resume to [atroyer@richlandcounty.illinois.gov](mailto:atroyer@richlandcounty.illinois.gov) with "Payroll/Accounting Application" in the subject line.