

The City of Zion is seeking a talented, experienced individual with business and/or accounting experience for the role of Account Technologist.

**JOB CLASSIFICATION:** Account Technologist

**HOURS:** 8:00 a.m. – 5:00 p .m. Monday through Friday

**SALARY RANGE:** \$43,929.60 - \$63,377.60

**QUALIFICATIONS:**

- 2 years or more of accounting or business experience and/or a college degree in accounting, business or other related fields
- Experience working with the public and/or customers, providing assistance and information
- Knowledge of MSI/Harris software, MS Office, and ability to speak Spanish are strongly preferred

**DUTIES AND RESPONSIBILITIES:** Requires knowledge of general office practices, data processing system, accounting principles/techniques. Requires ability to respond to inquiries from public, provide assistance/information, work independently, prepare, analyze and interpret financial reports/records. Prepares and processes records of water/sewer/garbage service on computer, posts cash receipts to accounts, reconciles accounts, reviews meter readings for billing purposes, processes new accounts, itemizes/adjusts service accounts, posts penalties, provides backup service for payroll and accounts payable, preparing misc. accounts receivable, vehicle licensing, receives over-the-counter and mailed payments/fees, responds to customer complaints/questions, resolves complex situations, and other assigned duties.

You may apply in person, fax, or email. The application deadline is 5:00 p.m. February 16, 2018. and must include completion of the employee application, resume are strongly encouraged.

City of Zion  
2828 Sheridan Road  
Zion, IL 60099,  
Fax: 847-746-7167  
[karing@zion.il.us](mailto:karing@zion.il.us)

If you have additional questions you may contact Karin L. Graves, Director of Human Resources, at 847-746-4014.