



## **Village Hall Receptionist/Cashier**

### **Village of Deerfield**

**Contact Name:** Desiree van Thorre

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**Closing Date:**

**Salary:** \$56,206 – \$66,124

#### **Description:**

The Village of Deerfield, Illinois (Pop. 18,500) seeks applicants for the full-time position of Receptionist/Cashier to administer a variety of customer service related functions.

The Receptionist/Cashier is responsible for Village Hall front desk operations including greeting walk up customers, answering the main phone line and responding to inquiries regarding Village services. This position processes all payments via in-person customers, mail and drop box. The Receptionist/Cashier also assists with daily duties involving utility billing, accounts payable and special projects on a regular basis. Hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

The ideal candidate will have a Bachelor's Degree in a related field. 1-2 years of related experience providing successful internal and external customer service is required. Familiarity with governmental operations is preferred. The hiring range for this position is \$56,206 – 66,124 depending on qualifications and experience. An excellent benefit package including Health, Dental, Vision and IMRF is also offered.

For a complete job description visit the Village's website at [www.deerfield.il.us](http://www.deerfield.il.us). Interested candidates should apply with a resume and letter of interest via the Village's website. The recruitment for this position will remain open until the position is filled, with a first review of resumes starting Monday, April 10th.