



NORTHERN MORAINE W R D

JOB OPENING

DISTRICT CLERK

The Northern Moraine Wastewater Reclamation District has an immediate opening for a District Clerk. This position is a non-exempt position and will report directly to the District Manager. A comprehensive background in all business functions related to the operation of a water or wastewater utility, or municipal agency would be ideal. Excellent oral and written communication skills and a high level of proficiency in Quickbooks or other accounts receivable software is required. Salary range is \$25.38 to \$29.84 per hour depending on experience and qualifications. The District is an IMRF employer, offering a comprehensive benefits package. Training is provided.

The District Clerk is a confidential employee responsible for administrative, business-related and fiscal functions for the District. Tasks involve responsibility for utility billing and collections along with the maintenance of related utility customer records. Responsibilities also include issuing permits, maintaining District files, compliance with statutory duties for municipal clerks, assuring compliance with all Open Meeting Act requirements, Freedom of Information Act requirements, fiscal reporting requirement in all respects, filing of the annual tax levy and abatements, records disposal, posting of meeting agenda, posting notices of meetings and various public hearings, posting notices of trustee vacancies, assisting with the annual audit as needed, preparing the annual tax levy in accordance with "truth in taxation" requirements, processing and issuing permits, responding to internal and external inquiries, performing a variety of administrative duties related to the District's financial records. The District Clerk is required to attend all Board Meetings and record the meeting minutes. Work is performed in accordance with established accounting practices and procedures. Please visit the District's website at NMWRD.org to view the District Clerk's full job description.

Tasks also include customer service and maintaining a professional relationship with other agencies. Attention to detail and ability to meet deadlines are crucial. Hours are 7:30 am – 4 pm Monday through Friday. A minimum of four years of experience in a busy office setting and experience handling cash is required. Other combinations of education, skills, experience and certification may be considered.

Interested individuals should email a cover letter and resume, including professional references to Mohammed Haque, District Manager, at: haque@nmwrd.org for consideration. No phone calls please.

Northern Moraine Wastewater Reclamation District is an Equal Opportunity Employer.



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