

ELGIN TOWNSHIP
JOB DESCRIPTION

POSITION TITLE – Account Administrator

- Type: Part-time, Non-exempt
- Salary/Pay Rate: \$18/hour to start
- Posted Date: 9/11/2025

Elgin Township is currently accepting applications for an Administrative Assistant. The Administrative Assistant is responsible for carrying out duties that include general clerical duties and sharing receptionist-based work for the Supervisor's office, as well as providing direct support services to the Township Administrator and maintaining a professional image through in-person, email, and telephone interactions. This position will provide responsive, accurate, and efficient clerical, supportive, and customer service assistance, as well as perform other duties as required for the successful operation of the office at the discretion of the Township Administrator.

The non-exempt position is part-time, 20 hours per week, and the compensation is \$18/hour. The hours are typically Monday through Friday from 8:00 AM – 12:00 PM with the requirement to work evenings and/or weekends as needed. Hours may be adjusted to better fit the needs of the office.

Required Knowledge, Skills, and Abilities:

- Capacity to identify and manage multiple projects, programs, and services in an efficient and effective manner
- Ability to read and interpret all types of documents
- Strong verbal and written communication skills, including the ability to create and edit reports and correspondence from varied source material using appropriate style and format, as well as a high degree of accuracy
- Ability to maintain effective professional relationships and communications with elected officials, staff, clients, constituents, and others
- Ability to interface effectively with diverse populations, including a variety of ethnic, education, and socioeconomic backgrounds
- Flexibility in the work environment, workload, and work schedule
- Knowledge of basic bookkeeping principles
- Detail-oriented with a high degree of accuracy
- Strong computer skills
- Basic knowledge of community and Township geography
- High level of comfort with technology
- Strong ability to locate information
- Strong commitment to honoring confidentiality

Education, Experience, and Computer Skills:

- Bilingual English/Spanish a plus
- High school diploma/GED with some college and experience and training sufficient to successfully perform the essential duties of the job. Associate's degree a plus.
- Experience in working with business computer/accounting/database software packages, as well as extensive knowledge of Microsoft Office applications including, but not limited to Word and Excel
- Basic bookkeeping
- Data entry
- Customer/constituent service

Duties Include:

- Assist with answering phones and greeting visitors
- Helping residents with requests and referrals
- Perform notary public services upon completion of requirements
- Assist with executing and participating in events
- Assist with supporting boards and committees
- Assist the Township Administrator or act on her behalf in her absence (with oversight from the Township Supervisor) to:
 - Respond to FOIA requests
 - Process payroll
 - Perform bill payment check runs, bank transfers, and “positive pay” check approvals
 - Reporting of state/federal taxes and IMRF wages and payment processing
- Assists with year-end closing and reports
- Gather audit documents for annual audit
- Complete required trainings
- Assist with communications/outreach
- Filing: Maintain storage of Township records as required by the Township auditor, industry standards, and the State of Illinois Archives
- Database maintenance
- Highly accurate data entry
- Tracking receipt of required reports from funding recipients
- Acquire and maintain vendor, participant, and fund recipient information (W-9s, COIs, and state/federal registrations)
- Other duties as assigned by the Administrator or the Supervisor

Benefits:

- Retirement Pension through the Illinois Municipal Retirement Fund (Required contributions)

Elgin Township is an equal opportunity employer committed to complying with all laws and regulations relating to equal employment opportunities. The Township does not base employment on an individual's race, color, creed, religion, ancestry, national origin, sexual orientation, age, citizenship, veteran status, marital status, parental status, disability, or perceived disability.

Physical Requirements and Working Conditions:

Working conditions are normal for an office environment. The physical and mental demands are representative of those that employees must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. May be required to sit or stand for extended periods of time. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift up to 40 pounds and carry it a short distance, ability to reach overhead and downward to pull down and lift up a garage door, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

This job description does not constitute an employer agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Please submit a resume and cover letter to the attention of Township Administrator Jeanette Mihalec at jeanette@elgintownship.com. No walk-ins or phone inquiries, please.