



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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200 N. Hill Street, Poplar Grove, IL 61065  
Phone: (815) 765-3201 – Fax: (815)765-3571  
<https://www.poplargo-ve-il.gov/>

The Village of Poplar Grove, Illinois is currently accepting applications for an accounting/customer service position.

## Job Summary

Performs a variety of clerical and customer service work, collection and posting of water and sewer payments, and other fees. Process building permits and fees. This is a key customer service role, greets visitors and answers/directs incoming calls, and other duties as assigned.

## Qualifications and Skills

An equivalent combination of education and experience will be considered. Proficient with using an accounting software, we use BS & A, MS Office products, and cash handling. Excellent verbal and written communication skills.

This is a full-time hourly position. Pay rate depending on experience. Full benefits are provided for this position, including IMRF pension participation.

Job Type: Full-time

Salary: \$38,000.00 - \$43,000.00 per year

## Benefits:

- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

## Physical setting:

- Office

## Schedule:

- Day shift
- Monday to Friday
- Overtime

Work Location: In person