

ACCOUNTS PAYABLE CLERK
FOREST PARK, IL

The Village of Forest Park seeks a Full-Time Administration Accounts Payable Clerk. Eligible candidates will be required to pass pre-employment ability testing and an extensive background check. Experience with Accounts Payable or accounting is highly desired. Must be talented working with numbers. Other qualifications include computer skills, the ability to work under pressure and meet deadlines, good knowledge of English language, general office skills, including handling of non-emergency calls and walk-up customer service, and good verbal and written skills.

Starting salary \$38,982 annually. Generous Benefits Package, IMRF Pension and 11 Paid Holidays. Open until filled. Applications are available at Village Hall, 517 Desplaines Ave. or at www.forestpark.net and should be returned Attn: Rachell Entler, Village Administrator, Village of Forest Park, 517 Des Plaines Avenue, Forest Park, IL 60130. Email: rentler@forestpark.net