

EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant
Closing Date: April 15, 2025
Salary: \$42,000 to \$47,000 (based on qualifications and experience)
Job Type: Full-time, 8:00 am to 3:30 pm, Monday through Friday
Location: Lake in the Hills Sanitary District, 515 Plum Street, Lake in the Hills, Illinois, 60156

Purpose of Position

Assist the Office Administrator and management staff in the operation of the billing office for the Lake in the Hills Sanitary District.

Duties and Responsibilities

- **General office** - Electronic payment downloads for PayaGov (Nuvei), E-lock Payments, and Wintrust lockbox payments
- Cash receipting payment entry and remote check deposit scanning
- Manage customer service calls from residents and direct calls for personnel and management
- Create final payoff letters for attorneys who have clients selling a property within the District
- Correspond between District Attorney, and/or third party, for release of lien(s) and/or release and satisfaction of judgment
- Track Laredo for recorded documents; attach recorded documents and file
- Finalize sold properties and set up new customer accounts
- Set up accounts for automatic payment withdrawal through the District; remove and archive bank information on resident accounts that have been finalized or presented via a written request
- Issue new sewer permits for new construction and track them for setup and billing
- Update and keep current the office wall calendar
- Track "Inactive" fire status accounts for occupancy
- Research closed accounts with balances and determine what should be done with the balance or credit

- **Water shutoffs** - Coordinate water shutoffs, monthly and bi-monthly, with the city of Crystal Lake and the Villages of Huntley and Lake in the Hills
- Research accounts for the shutoff lists, both through Caselle Connect and Laredo
- Enter shutoff lists into an Excel file format; print postcards for shutoff notification; mail and track daily
- Coordinate with villages and residents for scheduled water turn on, in the event water is off
- Ensure resident accounts are tagged properly for shutoff and water turn on or anything else tag related
- Enter final shutoff report information for administrative and tracking purposes
- **Payment plans** – Set up and track verbal payment agreements
- Constitute written payment agreements
- **Closing month end** – Reconcile bank statements to Caselle cash receipting reports and provide details to the Finance Director to ensure that Quickbooks figures are accurate
- Run reports and follow procedures to close the month and open the new month

Knowledge, Skills, and Abilities

Ability to communicate orally and in writing with staff, the public, and other governmental agencies

Must be proficient at Excel, word processing, and using office equipment

Benefits

IMRF retirement (participation is mandatory)

Medical, vision, dental, and life insurance

Paid time off

Additional Information

The Lake in the Hills Sanitary District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Send cover letter and resume to Tamara Mueller at tmueller@lithsd.com, no later than April 15, 2025.

