

The Village of Bethalto is accepting resumes for a Bookkeeper/Water Department Computer Operator. This is a full-time position (40 hours per week) with a starting annual salary of up to \$42k (depending on experience) and an excellent benefits package. Village of Bethalto residency is required within 1 year of hire. Candidates should be proficient in Microsoft Excel and have accounting experience including balancing of daily receipts, bank reconciliation, and general ledger. Qualified candidates will be responsible for the Village's Accounts Payable and will assist with all Water Department clerical duties. Interested candidates should submit resumes by mail to: Village of Bethalto, c/o Village Clerk, 213 N. Prairie St, Bethalto, IL 62010 or via email to Village Clerk Sue Lowrance at slowrance@bethalto.com. Resumes must be received no later than 5pm on Friday, November 19.