City of Waukegan Jobs — Municipal Finance Support Clerk — Waukegan, IL, USA

Description

Researching City of Waukegan Jobs for Waukegan, IL, USA is a good starting point for understanding the work of a Municipal Finance Support Clerk in local government finance administration. This kind of role combines reconciling purchasing paperwork with updating invoice tracking records and preparing files for routine financial review. Useful strengths include invoice processing, spreadsheets, and finance records, especially when accuracy and timely updates matter.

Responsibilities

- Reconciling purchasing paperwork.
- Updating invoice tracking records.
- Preparing files for routine financial review.

Qualifications

- Working familiarity with invoice processing and spreadsheets.
- Comfortable with reconciling purchasing paperwork and checking details before handover.
- Comfortable working with spreadsheets, checklists, or structured digital files.

Experience

Experience organizing information connected to local government finance administration is particularly transferable.

Skills

invoice processing, spreadsheets, finance records, Municipal Finance Support Clerk

Career Information

Explore City of Waukegan career and organization information to find current openings and application instructions.

Hiring organization
City of Waukegan

Employment Type

Industry
Local Government

Job Location
Waukegan, IL, United States

Date posted
November 19, 2026

Valid through
2026-11-23