

Help Wanted:

The Village of Alhambra is currently accepting applications for the Village Clerk/Collector position.

General duties include, but are not limited to: accounts payable, accounts receivable, monthly bank account reconciliation, payroll, attending Village Board meetings and recording minutes, processing monthly water/sewer/trash bills, assisting customers with new account setup, along with routine daily, monthly and yearly duties. Knowledge of Microsoft Word and Excel is required.

This is a part-time position, averaging 15-20 hours per week. Monthly salary will be based on experience and qualifications. No benefits are available.

A background check and pre-employment drug screening will be required.

Applications may be printed from the Village's website at www.villageofalhambra.com or by contacting John Mindrup at jmindrup@villageofalhambra.com. Completed applications should be sent to jmindrup@villageofalhambra.com.

Application deadline is Friday, August 28, 2026 by 3:00 pm.