Department: Finance / Village Hall
Location Village Hall: 21801 Torrence Ave
Job Title: Senior Accountant
Classification: Exempt - Full Time

SENIOR ACCOUNTANT – FINANCE DEPARTMENT

Summary of Position and Duties:
The Human Resources Division of the Village of Sauk Village is accepting applications to fill one (1) vacancy in the at-will, FLSA exempt, full-time position of Sr. Accountant in the Village of Sauk Village Finance Department. The senior accountant works 40 hours a week. Under general direction by the Finance Director, this position performs routine accounting functions for the Village. The position is responsible for numerous administrative and financial processes which primarily support the Village’s daily accounting needs. The senior accountant will also assist the Finance Director with accounting tasks to promote the principle of separation of duties including, but not limited to, General Ledger maintenance, preparation for the Village’s annual audit, processing of month-end and year-end journal entries, and special projects as assigned. In addition, this position may be asked to assist with the annual budget preparation. This position must exercise excellent judgment and perform routine, detailed analytical work with financial accuracy. Work is of above-average difficulty and is reviewed for progress and conformance to established procedures by the Director of Finance and/or their designee.

THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE SENIOR ACCOUNTANT WILL INVOLVE, BUT NOT BE LIMITED TO:

- Maintains accounting system and records.
- Maintain Bank Reconciliations on a monthly basis.
- Maintaining, updating, and creation of Accounts Receivable Vendor Invoices on Monthly basis.
- Assist with preparing Monthly Financial Reports.
- Prepares month-end analysis and reconciliation of investments and cash account balances.
- Assists in all annual financial activities including, but not limited to: Annual Audit, Annual Budget, Tax Levy, Budget and Appropriations Ordinance and Treasurer’s Report.
- Assist with Front End Management of Office Clerks
- Submits annual, unclaimed property report.
- Performs analysis of various ledger accounts necessary for making departmental decisions.
- Provides technical and administrative assistance in all areas of accounting in the Finance Department and other departments; prepares schedules and reports for auditors for each fiscal year-end audit; assists external auditors in the preparation and completion of the Comprehensive Annual Financial Report.
- This position may serve as back-up to various other positions within the Finance Department.
• Provides service to customers in a timely, professional, and courteous manner if needed in Front Cashiers management.

**Any entries would be approved by the Finance Director including, but not be limited to:**

• Entries for all ACH deposits and payment through the various bank accounts.
• Assist with JE Payroll entries.
• Journal Entries for transfers between cash accounts.
• Assist with Running monthly water bills for mailing distributions
• Clear the Due-To and Due-From accounts.
• Assist with the creating the internal service fund entries.
• Assist with creating the monthly budgeted inter-fund transfers.
• Create any adjusting entries due to NSF checks or incorrect account coding.
• Create and update various analytical schedules.
• Create and distribute the monthly financials and the monthly investment report.

**All applicants must meet the following minimum requirements to be an eligible candidate for this position:**

• Requires graduation from an accredited college or university with a minimum of an undergraduate degree in accounting, finance, public or business administration; a graduate degree in the fields of study or C.P.A. preferred.
• Possess at least two (2) years of working experience in a governmental setting performing finance-related functions or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job required.
• Ability to work beyond the normally scheduled workday/workweek to accomplish job requirements.
• Ability to pass a personal interview, physical and drug screen when applicable.
• Experience in successfully dealing with the public, in person and over the phone, on a very frequent basis, including the ability to handle irate, difficult and demanding customers with professionalism and courtesy.
• Be able to successfully utilize Microsoft Office software programs (i.e., Word and Excel).

**Work environment and conditions:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel the computer keyboard and mouse.
The employee frequently is required to stand, walk, sit for extended periods of time, reach with hands and arms, and talk or hear on the phone or in person.
The employee is occasionally required to stoop, kneel, or crouch to reach lower-level file drawers.
The employee must occasionally lift, carry, push, pull and/or move boxes of files or paper up to 20 pounds.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
May be required to work after their regularly scheduled workday/work-week to accomplish assigned work tasks.
Must be able to attend and participate in job-related meetings, seminars, and continuous education courses, as directed.

The noise level in the work environment is usually low to occasionally moderate.

**Required test and screenings:**

The candidate selection process consists of a review of the candidate’s past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Sauk Village.

**Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.**

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.