

Village of Glenwood

Job Posting

Accountant

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 8,052 residents (Census 2013), which is in close proximity to a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district. Incorporated in 1872 and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking an Accountant.

Under supervision from the Finance Director, the Accountant's primary responsibilities are to perform professional level accounting duties and apply technical skills to the maintenance, analysis and reporting of the Village's financial transactions.

The annual salary range for the position is \$55,000.00 to \$58,000.00. The Village's excellent employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, paid sick, vacation and holiday time.

Only emailed packets (application, cover letter and resume with 3 professional references) will be accepted. To apply, email a completed packet to Maria Maxwell, Human Resources mmaxwell@villageofglenwood.com Post closes 11/01/2023 or until filled Applicant submittals should be a single pdf document titled with only first and last name.



JOB DESCRIPTION

Title: ACCOUNTANT

FLSA Status: Non-Exempt

Effective Date: 9/19/2023

GENERAL PURPOSE

Under supervision from the Finance Director, the Accountant's primary responsibilities are to perform professional level accounting duties and apply technical skills to the maintenance, analysis and reporting of the Village's financial transactions.

ESSENTIAL FUNCTIONS

- Support the company in optimizing its financial transactions and systems
- Strengthen and grow relationships with vendors and suppliers through timely payments
- Assist in streamlining and improving the accounts payable process, Journal entries and data entry
- Exercise integrity and confidentiality in financial reporting
- Prepare Grant Reports by collecting, analyzing, and summarizing account information
- Prepare bank reconciliations for all bank accounts
- Assist in the preparation of the financial audit schedules and annual budget
- Responsible for all aspects of Invoices including inquiries and requests.
- Reviews all bills/invoices to be sure all charges are posted to the correct expense accounts
- Run semi-monthly bills payable
- Unclaimed Property Filing
- Balance petty cash weekly
- Bimonthly Bank Account Balance Report
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications
- Oversee basic accounting operations at Glenwoodie Golf Course, analyze account records and financial statements at Glenwoodie Golf Course
- Maintain, update and prepare capital asset reports
- Projects as assigned by Finance Director

MINIMUM QUALIFICATIONS

1. A bachelor's degree in accounting, Business Administration, or related field.
2. Knowledge of General Accepted Accounting Principles, Governmental Accounting Standards and Fund Accounting
3. Minimum of five years of experience, government accounting preferred
4. Computer skills
5. Ability to provide legible communication
6. Ability to focus attention on details, speed, and accuracy.
7. Ability to work with minimal supervision

WORK SCHEDULE

The work schedule will be 40 hours per week, must be available to rotate schedule with other admin staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The Village is a busy facility. The accountant may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The accountant may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required task.