



<b>POSITION DESCRIPTION</b>
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**Position Title:** Senior Accountant

**Reports to:** Assistant Finance Director

**Status:** Regular Full-Time; Exempt

**Grade:** VIII

**Hours of Work:** Primarily regular dayshift office hours

**Statement of Duties**

This position, under the general supervision of the Assistant Finance Director, is responsible for performing a variety of accounting and budget related projects including routine and non-routine activities. Performs professional accounting and auditing work involving the maintenance of Village funds and the preparation, summarization and examination of related financial reports and statements. In the absence of the Assistant Finance Director, assume the duties of the Assistant Director when assigned.

**Supervision**

Employee works under the general supervision of the Assistant Finance Director.

Employee does not exercise any supervisory responsibility.

Employee has access to confidential information.

**Job Environment**

Position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Work is performed according to state laws and department policies and procedures. Employee uses judgment to analyze specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making.

Errors can result in monetary loss or legal repercussions to the Village.

Employee has frequent contact with the public. Employee has daily contact with Village employees, and occasionally other individuals to respond to inquiries, requests, or complaints.

## **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.*

### **Essential Functions**

1. Maintains and reconciles general ledger and subsidiary ledgers accurately and proficiently every month.
2. Prepares and reviews month end closing entries and journal entries as required for all transactions posted to the general ledger.
3. Oversees preparation of bank reconciliation of all Village accounts. Transfers funds to cover payroll and accounts payable transactions. In conjunction with finance staff, ensures all Village accounts are reconciled timely monthly.
4. Maintains and reconciles a variety of spreadsheets, reports, and records; verifies the accuracy of accounting documents and other financial transactions. Assists in the implementation of the latest accounting standards and pronouncements and accounting policies and procedures to ensure compliance and transparency.
5. Works closely with project managers during the year and at year end to ensure that grant revenue and related grant expenditures are recorded within generally accepted accounting principles and that federal grants are properly identified for the schedule of expenditures and federal awards. Maintains grant records that would be required for a single audit.
6. Maintains fixed asset records. Prepares fixed asset entries and schedules as required for the annual audit and Annual Comprehensive Financial Report.
7. Assists in the creation of the capital plan and the compilation of capital improvement plan document. Monitors and tracks capital project activity throughout the year.
8. Assists with year-end closing journal entries and year end close processes in the village's accounting software. Under the direction of the Assistant Finance Director, assists in the coordination of the annual audit by preparing work papers, financial statement schedules, and notes, and responding to the auditors' requests for information.
9. Performs accounting for investment activity and supports treasury functions.

10. Serves as back up for other positions in the Finance Department.
11. Maintains accuracy of budget data in ERP system and budget schedules. Assists with the compilation of the annual budget document. Prepares submission of the budget document to GFOA for the Outstanding Budget Award.
12. Performs other duties as assigned by the Assistant Finance Director or Finance Director and provides assistance to other departments as needed.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

Employee works in a moderately loud office environment and is required to stand, walk, sit, talk, listen, and use hands while performing duties. Occasionally, employee may be required to lift objects up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for this position. Equipment operated includes office machines and computers.

### **Education and Experience**

A candidate for this position should have a bachelor's degree in accounting, business or related field (bachelor's in accounting preferred). A minimum of three years accounting work experience is required. Strong computer knowledge, including the use of the Microsoft Office Suite. Tyler Munis experience preferred. CPA or CPFO is preferred.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of:

- Working knowledge of municipal operations and municipal accounting practices and principles
- Illinois laws as they pertain to municipal accounting
- Ability to audit financial records and reports
- Ability to prepare comprehensive accounting reports
- Ability to make calculations rapidly and accurately
- Ability to conduct management studies and make recommendations concerning operational procedures
- Skilled in negotiations and managing conflict
- Ability to communicate with the public and coworkers at all levels of the organization