



HUMAN RESOURCES OFFICE
Telephone No. (708) 547-3500 ext.
1512
Facsimile No. (708) 547-7067

Job Title: Accountant 1

Position Type: Full Time

Department: Accounts

Reports to: Finance Director

POSITION SUMMARY

This position reports to the Finance Director and carries out duties and responsibilities as assigned, but not limited to: fund accounting, TIF reporting, bond refinancing, financial reports, yearend audits, grant knowledge, and the budgeting process. Position ensures proper recording of the Village financial transactions according to generally accepted accounting principles while maintaining sound internal controls.

Job Requirements

Accountant 1 is expected to possess a wide range of skills, talents and knowledge necessary to effectively interact with employees and vendors. The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research. To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- A degree in Accounting or Finance from a four (4) year college or university is required.
- Successful completion of CPA is preferred.
- At least (3) years of progressively responsible accounting experience
- Experience in municipal management or governmental accounting is preferred.

Skills:

- Intermediate to Advanced Excel capabilities including pivot tables, V-lookup and additional functions used to manipulate data in performing the accounting tasks as assigned when necessary.
- Demonstrated ability to handle multiple tasks while working with minimal supervision; to manage time effectively to meet deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations 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 this position.

Audit: Integral in the preparation of materials necessary for the completion of the Comprehensive Annual Financial Report (CAFR) providing related account analysis;

Budget Activities: Assists in the preparation of the annual budget and appropriation ordinance. Monitors budgetary revenues and expenditures:

Financial Reporting: Prepares or assists in preparing financial statements, reports and analysis for distribution to the Mayor, Village Board, Clerk and Departments. Key aspect is providing detailed revenue and expenditure forecasts.

Other Financial Activities: Participates in the implementation of upgrades, additions and changes in automated financial software. Manages various components of the financial software system. Maintains or assists in maintaining general and subsidiary ledgers and supporting schedules for a variety of accounts. Assists in data gathering and analysis including: Tax Increment Finance Districts, annual Tax Levies and other tasks and responsibilities assigned by the Finance Director and Chief of Staff.

Cash and Investments: Serves as Village Cash Manager and assists Village Treasurer in investment of available funds.

Bonds: Assists in Bond Structuring, Refinancing and Bond Rating presentations.

Salary: Competitive

To be considered for this position:

Please submit an on-line application together with a letter of interest, résumé and current salary information at www.vil.bellwood.il.us. Resumes will be screened in relation to the criteria outlined in this posting. The Village of Bellwood is an Equal Opportunity Employer and values diversity at all levels of its workforce.