



JOB POSTING

The Village of Bellwood is accepting applications for the following position:

TITLE

Accounting Supervisor
Finance Department

LOCATION

3200 Washington Boulevard, Bellwood, Illinois

DUTIES

The Accounting Supervisor reports to the controller and provides the day-to-day supervision of the staff and is responsible for the following items:

- Directs the activities of the general accounting staff
- Monitors current department accounting systems and procedures and revises them as required.
- Reviews daily cash flow reports and analyzes as required.
- Supervises disbursements of company funds in line with company policy.
- Prepares financial reports as required for issuance to banks.
- Verifies support schedules to general ledger control accounts.
- Coordinates year-end audit review for external audit staff.
- Prepares or assists in the development of department budgets; approves departmental expenses in accordance with budget.
- Assures that the duties, responsibilities, and authority of each job are clearly defined, effective and communicated to the incumbents.
- Assigns work and monitors results.
- Assures that a positive employee relations position is maintained. Ensures that the company's management principles, policies, and programs are consistently practiced. Recommends effective personnel action.
- Writes and monitors procedures for Finance Department functions.
- Reviews work of accounting staff.

QUALIFICATIONS

A degree in accounting or finance is required. A CPA is preferred. In addition, a minimum of five years of general accounting experience, knowledge of manual and automated accounting systems, and well developed management and administrative skills are essential to this job. Salary is negotiable depending on experience and qualifications. This position requires residency in the Village of Bellwood within a year of employment.

IF INTERESTED

Please complete an on-line application and attach your resume, your salary history at www.vil.bellwood.il.us

POSTING DATE

February 19, 2019

POSTING WILL BE REMOVED

When position is filled