

Background

The Village of Clarendon Hills, IL (pop. 8,500) is seeking an experienced, detailed individual to serve as the next Senior Accountant.

Ranked as the #1 Community to raise a family in Illinois by Niche.com, Clarendon Hills is a bedroom community located in DuPage County approximately 17 miles west of Downtown Chicago. It features a charming Downtown with restaurants and shops steps away from the BNSF Metra stop, and full service public works, police and fire departments.

Position Summary

Under the direct supervision of the Finance Director, the position assist in the day-to-day operations of the Finance Department. The Senior Accountant works with closely with the Finance Director and is responsible for maintenance of financial records. Work is performed in accordance with established accounting practices and procedures. The Senior Accountant is expected to exercise considerable judgment in solving accounting problems.

Responsibilities Include but not Limited to:

- Prepares and enters monthly journal entries into the general ledger, recognizes and allocates interest income to Village's funds, records recurring transfers and revenues.
- Maintains schedules for state shared revenues, prepares year end accrual entries.
- Posts subsidiary journal entries and closes the financial period each month, posts daily cash receipts to general ledger.
- Manages payroll function by ensuring departments enter payroll and deduction information, processes payroll in Paylocity for direct deposit, prepares payroll reports and remittances, oversees the sending out of W-2s for Village employees.
- Manages health, dental, and life insurance programs, answers insurance questions from employees and retirees.
- Assists in the preparation of the Comprehensive Annual Financial Report (CAFR) by assisting in composing the Management Discussion and Analysis (MD&A) and preparing the Statistical Section.

Requirements:

- Bachelor's degree in accounting, experience in governmental accounting work or auditing, preferably at the municipal level.
- Knowledge of general and fund accounting principles and procedures, including Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of policies and practices, general ledger maintenance and financial reporting.
- Knowledge of accounting, budgeting, and financial software.
- Ability to apply accounting principles to the maintenance of fiscal and accounting records.

Schedule:

- 8:00 AM – 5:00 PM, Monday – Friday.
- Attendance at weekend or bimonthly budget meetings may be required.

Benefits:

- Pay range for this position is \$63,356.80 - \$84,468.80/annually.
- Paid vacation/sick leave/personal days.
- Health and life insurance.
- Participation in the Illinois Municipal Retirement Fund (IMRF)

To view a full job description including a full listing of job duties and requirements, visit Clarendonhills.us/employment.

Interested applicants should submit a cover letter, resume and three references to Vicki Pries, Executive Assistant at (Vpries@clarendonhills.us). Applicants may also mail the items to:

Village of Clarendon Hills
Attention Vicki Pries
RE: Senior Accountant
1 N. Prospect Avenue
Clarendon Hills, IL 60514

Position open until filled.

The Village of Clarendon Hills is an Equal Opportunity Employer.