



## Position Recruitment Notification For Internal & External Candidates

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<b>Job Classification:</b>	<b>Senior Accountant</b>
<b>Department/Division</b>	Finance
<b>Employment Status:</b>	Full-time
<b>Annual Salary/Grade:</b>	\$85,707 - \$124,275 +/- DOQ/Grade 7
<b>Anticipated Hiring Range:</b>	\$85,707 - \$104,991 +/- DOQ
<b>FLSA:</b>	Exempt
<b>Union:</b>	Non-Union
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	<b>Posted until filled</b>

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### POSITION SUMMARY:

This position performs complex financial work related to the budget and financial operations of the Village including but not limited to the general ledger, annual financial audit, cash management and investment and to supervise and review the work of staff responsible for Village collections; oversees and participates in all work activities including maintenance of the general ledger; preparation of the Village annual budget; and performs a variety of technical tasks relative to assigned areas of responsibility.

A Bachelor's degree from an accredited college or university with major coursework in accounting or finance. Possession of a certified professional accountant (CPA) is highly desirable. Working knowledge of BS&A or similar governmental ERP system is also desirable.

### INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

[https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=788763079&full\\_apply=&jobid=788763079](https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=788763079&full_apply=&jobid=788763079).

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

### A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## SENIOR ACCOUNTANT

**Department:** Finance

**FLSA:** Non-Union Exempt

**Pay Grade:** 7

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform complex financial work related to the budget and financial operations of the Village including but not limited to the general ledger, annual financial audit, cash management and investment and to supervise and review the work of staff responsible for Village collections; to oversee and participate in all work activities including maintenance of the general ledger; preparation of the Village annual budget; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief and Deputy Chief Financial Officers; Exercises supervision over certain accounting staff.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Assist with the operations of the Finance Department; assume management responsibility for all services and activities including the general ledger, annual financial report, cash management and investment.
2. Participate in the development and administration of the Finance Department annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
3. Maintain bank accounts, reconciliation of general ledger accounts, and preparation of funds for audit, audit follow-up and purchasing.
4. Assist in the implementation of goals and objectives; implement approved policy procedures.
5. Develop and implement accounting procedures for general accounting.
6. Develop, coordinate and monitor accounting procedures for grants received in various departments.



## SENIOR ACCOUNTANT

7. Develop procedures to perform internal audits of departmental expenses and budgets.
8. Review the preparation of bank reconciliation for all Village bank accounts and deposit of revenue.
9. Prepare financial analytical and statistical reports on operations and activities.
10. Serve as a backup for the payroll function.
11. Monitor and account for Federal, State, and County grant proceeds with corresponding expenditures. Prepare year-end Single Audit workpapers.

### **Other important responsibilities and duties:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.
2. Coordinate and participate in special projects and research related to financial management and accounting.
3. Maintain records on all Village debt service; prepare monthly reports on delinquent accounts, assist appropriate departments in enforcing collection of loan payments.
4. Coordinate the preparation of the annual audit.
5. Provide training to various Village departments as needed.
6. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

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- Principles of supervision, training and performance of municipal accounting
- Modern and complex principles and practices of municipal accounting and revenue collecting
- Principles and practices of accounting, especially governmental fund accounting.
- Modern office procedures, methods and computer equipment
- English usage, spelling, grammar and punctuation
- Basic mathematical principles Computer functions and techniques
- Automated financial, payroll and budgeting management systems, spreadsheets and word processing software



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- Financial research and report preparation methods and techniques
- Laws regulating public finance and fiscal operations
- Basic understanding of artificial intelligence applications which may be used and beneficial in accomplishing certain tasks.

### Ability to:

- Supervise, organize, review and evaluate the work of staff
- Interpret and provide recommendations for improvement on Village policies and procedures
- Prepare clear and concise reports
- Analyze and interpret financial and accounting records.
- Prepare a variety of complex financial documents and reports using spreadsheets and other financial software tools
- Apply Federal, State and Local laws and regulations pertaining to accounting and auditing work
- Examine and verify a wide variety of financial documents and reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

### Experience and Training Guidelines

**Experience:** Three years of increasingly responsible accounting experience similar, preferably in Illinois municipal operations including at least one year of supervisory responsibility. **AND**

**Training:** A Bachelor's degree from an accredited college or university with major coursework in accounting or finance. Possession of a certified professional accountant (CPA) is highly



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desirable. Working knowledge of BS&A or similar governmental ERP system is also desirable.

### **WORKING CONDITIONS**

Work in an office environment; sustained posture in a seated position for prolonged periods of time.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.