



JOB POSTING

October 1, 2017

The City of Country Club Hills is now accepting applications for the following **FULL-TIME** position vacancy:

ACCOUNTING MANAGER

Minimum Qualification:

Education/Experience/Training

- Bachelors degree in Accounting, Finance, Business, or other related field
- 5 years accounting/finance experience
- 1 year supervisory experience

Skills/Abilities:

- Proficient in Microsoft Office (Word, Excel)
- Professional Aptitude
- Able to provide excellent customers service
- Strong organizational skills
- Detail oriented
- Ability to comply with stated deadlines
- Excellent program solving skills
- Great initiative

Preferred Skills

- Governmental or nonprofit experience
- Knowledge of ACS New Vision software
- Master's degree in Accounting or Finance related field

Essential Duties/Responsibilities:

General Ledger Maintenance

- Perform monthly bank reconciliations for all City bank accounts
- Review the general ledger for any discrepancies/abnormalities; notify supervisor of any adjustments that are required
- Assist with the monthly close process
- Properly record entries for interfund and wire transfers
- Undergo monthly reconciliation of due to/from account

Financial Reporting/Budgeting

- Assist with the preparation of monthly reporting for the finance committee
- Prepare monthly Revenue vs Expense statements for the Enterprise Funds
- Prepare monthly analysis of budget to actual reporting
- Assist with the preparation of annual budgets

Fixed Assets

- Maintain the City's Fixed Assets in the ACS New Vision program module
- Run software programming for annual depreciation calculations
- Ensure proper recording of purchases and disposals
- Assist with the preparation of the annual capital asset roll forward schedule

Payroll

- Properly record biweekly payroll entries
- Prepare salary change sheets
- Monitor new hires salary as it relates to the budget

Management

- Serve as Deputy Manager for the Finance Department
- Supervise and manage Finance department staff in the absence of Finance Supervisor
- Address any issues or concerns that arise in the absence of the Finance Supervisor
- Attend City Council or Committee meetings, as needed

Audit Preparation

- Assist with the annual audit preparation/PBC list
- Compile requested documents
- Assist with schedules such as AP accrual, Payroll accrual, etc.

Miscellaneous

- Book appropriate journal entries for petty cash replenishment, as needed
- Prepare documentation for federal grant drawdowns
- File monthly amusement tax return

APPLICATION DEADLINE IS November 3, 2017

If you are interested, submit a completed application to Deborah M. McIlvain, City Clerk, City of Country Club Hills, 4200 W. 183rd Street, Country Club Hills, IL 60478.
EOE M/F/D/V/SO