



## **JOB POSTING**

**AUGUST 26, 2025**

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

### **SENIOR ACCOUNTANT**

**Position Summary:** The City of Country Club Hills seeks a skilled, detail-oriented professional to join the Finance Department. Reporting to the Accounting Manager and assisting the Director of Finance, this role ensures accurate financial reporting, manages bank reconciliations, oversees cash flow projections and supports municipal finance operations and projects.

#### **Essential Duties/Responsibilities:**

- Record and reconcile interfund general ledger transactions and wire transfers
- Perform bank reconciliations for all City accounts
- Prepare and post journal entries, including account transfers and bank entries
- Maintain an accurate petty cash system
- Prepare appropriate petty cash entries as needed
- Assist with the monthly close process and journal entry postings
- Reconcile pulled cash accounts monthly
- Maintain spreadsheets and documentation for outstanding checks
- Track and report outstanding checks as unclaimed property
- Assist external auditors during audits as needed
- Prepare monthly cash flow projections (short and long term)
- Deliver a weekly cash balance report to the Accounting Manager and Director of Finance
- Provide updated reports on petty cash balances and monthly spending to the Accounting Manager and Director of Finance
- Ensure cash is being deposited daily at the bank
- Prepare spreadsheets for monthly deposits in transit
- Oversee reporting of unclaimed property/checks
- Perform other duties as assigned

## **Required Minimum Qualifications**

### **Education and Experience:**

- Bachelors Degree from an accredited college/university with a concentration in Finance or Accounting; CPA preferred
- 3 - 5 years experience in a senior finance or accounting position
- Prefer 1 - 2 years work experience in a finance or accounting position for a municipality
- Knowledge of fund accounting
- Knowledge of Microsoft Office products (Word, Excel, Power Point)
- Prefer knowledge of BS&A accounting system
- Prefer banking experience

### **Skills/Abilities**

- Strong analytical and mathematical skills (including use of ratios, percentages, proportions and fractions)
- High attention to detail and accuracy
- Excellent written and verbal communication skills
- Proven ability to work both independently and collaboratively
- Ability to investigate differences, variances and problem solve
- Ability to work on many different projects simultaneously

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, reach with hands and arms and use hands and fingers to feel, handle or operate objects. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 40 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

## **Compensation and Benefits**

**Salary range: \$50-55K+ (annually, based on experience)**

### **Benefits Offered**

- **Insurance: Medical, Vision & Dental**
- **Retirement Plans: IMRF and (457) deferred compensation plans**
- **Paid Time Off: Vacation, Sick, Personal, and Paid Holidays**
- **Additional Benefits: Life insurance, Short Term Disability, and Wellness Programs**

**APPLICATION DEADLINE IS OPEN UNTIL SEPTEMBER 30, 2025**

**If you are interested, please email an application and resume to Nikki Cody, HR Director [resumes@countryclubhills.org](mailto:resumes@countryclubhills.org). Applications are available on the City's website at [www.countryclubhills.org](http://www.countryclubhills.org). The City of Country Club Hills is an Equal Opportunity Employer EOE M/F/D/V/SO**