



JOB POSTING

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 is seeking 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, and supports municipal finance operations and projects.

Essential Duties/Responsibilities:

- Record and reconcile interfund general ledger transactions and wire transfers
- Performs 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
- Assist external auditors during audits as needed
- Provide updated reports on petty cash balances and monthly spending
- Prepare spreadsheets for monthly deposits/checks
- Oversee reporting of unclaimed property/checks
- Performs other duties as assigned

Required Skills/Abilities:

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

Required Minimum Qualifications/Education/ 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 in a finance/accounting position for a municipality
- Knowledge of fund accounting
- Prefer knowledge of BS&A accounting system and banking experience
- Knowledge of Microsoft Office products (Word, Excel, Power Point)

Physical Requirements:

- To successfully perform the essential functions of the job, the employee must be able to stand, walk, and kneel. Must be able to see, hear, use hands and fingers to feel grasp, handle and operate objects or controls and physically able to lift and/or move up to 40lbs.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must successfully pass drug and background check in accordance with company policy

Work Environment:

- The duties of this job will be performed primarily in an office setting. The noise level in the work environment is moderate.

Salary Range: \$50K - \$65K (based on education/experience)

Benefits Offered:

Insurance – Medical, Vision, Dental

Retirement Plans – IMRF and 457 Plan

Paid Time Off – Vacation, Sick, Personal, and Holidays

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you would like to apply for this position, please submit a completed application and resume to resumes@countryclubhills.org or drop off at City Hall, 4200 W. 183rd Street. Employment applications are available online at www.countryclubhills.org under Human Resources.

EOE M/F/D/V/SO