

Administration

Staff Accountant Part Time

Please drop off your resume in a sealed envelope marked Human Resources during normal business hours at:

Monee Village Hall
5130 W Court Street
Monee, IL 60449

OR

Send your resume to

HR@villageofmonee.org

APPLICATION CUTOFF IS AUGUST 31, 2018

Job Title: Staff Account

Class: Non Exempt

Department: Finance

Salary Range – DOQ

- Accounts Payable
- Accounts Receivable
- Payroll Entry
- 941 Filing
- IDES reporting
- Balance Sheet Reconciliations
- Accrual Accounting
- Journal Entry Knowledge

GENERAL PURPOSE OF THE JOB:

- To support the Finance Director in carrying out the responsibilities of the Finance Department.
- To relieve the Finance Director of certain responsibilities that will allow him/her to spend a greater portion of their time on Financial Statement preparation and analysis, Budget and Variance issues, and Forecasting.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Process Accounts Payable
- Prepare labels and maintain files as needed within the department.
- Prepare correspondence as needed within the department.
- Assist Finance Director with payroll system and payroll related items.
- Assist the Finance Director with accounts receivable billings.
- File and submit 941 payments and quarterly return in a timely manner
- Perform such other accounting, financial, or administrative tasks as may be required from time to time.

SKILLS AND ABILITIES:

- A Bachelor's degree in accounting, or a Bachelor's degree in business with emphasis in accounting, is required.
- Degree(s) must be from a credible college or university
- Must be highly skilled in dealing with financial and numeric data.
- Must be highly skilled in use of Excel Spreadsheets.
- Must be skilled in use of MS Word and must be a very good writer in order to handle the occasional administrative needs of the department.
- Must have very good verbal skills.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- A minimum of 1 year experience in accounting is required.