

## POSITION DESCRIPTION

POSITION TITLE:	Finance Associate	DEPARTMENT:	Finance
GRADE LEVEL:	N/A	LOCATION:	Finance
FLSA STATUS:	Salary (Exempt)	UNION:	N/A
EEO CATEGORY:	Professionals	PREPARED DATE:	06/11/2019

### GENERAL PURPOSE

The principal function of the Finance Associate is to assemble data; compile and subsequently distribute and/or file various reports; assist in the preparation of the budget and audit documents; and perform project work in the Finance Department.

### SUPERVISION RECEIVED

This position reports to the Finance Director.

### SUPERVISION EXERCISED

This position does not have any direct reports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Assist in the annual preparation of the budget and improve the budget as a planning tool
- Assist in improving and maintaining a Capital Improvement Plan (CIP)
- Create and maintain tax receipt journal entries
- Assist in the preparation of materials requested by auditors
- Collect and compile data necessary for annual updating of the GASB 44 statistical tables; Update those tables
- Assist in the annual updating of the Management's Discussion & Analysis (MD&A) and Letter of Transmittal
- Oversee all Grant Accountability and Transparency Act (GATA) filings
- Prepare wires or ACHs for debt service payments
- Prepare and file annual TIF reports with the Illinois Comptroller's Office
- Coordinate the TIF Joint Review Board (JRB) meetings
- Segment TIF PINs to maximize TIF revenues as necessary
- File annual appropriation ordinance/budget, revenue projections, treasurer's report, tax levies, and, if applicable, abatements with Cook County Clerk's Office
- Oversee filing all necessary documents with MSRB's EMMA
- Prepare and file annual Debt Disclosure material with the Cook County Treasurers Office
- Maintain, update, and improve Finance Transparency Portal filings
- Create and distribute reports needed for management and oversight to department heads and Village Board
- Respond to non-accounts payable or non-payroll related Freedom of Information Act (FOIA) and legal requests of the Finance Department, including copying or scanning documents
- Assist in the review and modification or creation of financial and risk management plans, policies, procedures, and programs
- Assist with special projects or analysis as assigned.

## **EDUCATION AND EXPERIENCE**

The Finance Associate will possess a Bachelor's degree in accounting. Alternatively, a Finance Associate will possess a Bachelor's degree or a Master's in Public Administration (MPA) in a related field having taken intermediate accounting classes.

Accounting experience, especially municipal experience, helpful.

Knowledge of GAAP is required. Knowledge of GASB is preferred.

Intermediate computer knowledge of Microsoft Word, Excel, and Outlook is required. Knowledge of HTE software, Microsoft PowerPoint, and/or Microsoft Visio is helpful.

## **PERFORMANCE APPTITUDES**

Equipment, Machinery, Tools, and Materials Utilization – Requires the ability to operate, maneuver, and/or provide simple but continuous adjustment on equipment, machinery, tools, and/or materials used in performing essential functions.

Functional Reasoning – Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning – Requires the ability to exercise good judgment.

## **TOOLS AND EQUIPMENT USED**

Multi-line phones, personal computer including word processing and spreadsheet software, H.T.E. software, internet through web pages, printers, copy machine; and calculator.

## **PHYSICAL DEMANDS**

Summary:

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

The job typically requires physical activity, such as stooping, bending, lifting heavy objects, and climbing stairs.

Walks, sits, stands, bends, lifts, and climbs stairs. Moves continually during working hours. Is subject to lifting over 25 pounds with or without assistance.

Use hands to finger, grasp, handle, or feel objects, tools, or controls, and reach with hands and arms.

Hepatitis vaccine is not required.

## **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 noise level in the work environment is minimal.