

POSITION DESCRIPTION

POSITION TITLE:	Staff Accountant	DEPARTMENT:	Finance
GRADE LEVEL:	N/A	LOCATION:	Finance
FLSA STATUS:	Salary 65k-71,250k Exempt	UNION:	N/A
EEO CATEGORY:	Professionals	PREPARED DATE:	

GENERAL PURPOSE

The principal function of the Staff Accountant is to provide various financial entries and analyses, reports and 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.

- Prepare monthly financial analysis reports and journal entries.
- Perform month-end close and prepare financial statements.
- Maintain all aspects of fixed asset accounting.
- Create and maintain recurring journal entries.
- Prepare year-end audit schedules.
- Assist with special projects or analysis as assigned.

EDUCATION AND EXPERIENCE

The Staff Accountant will possess two to four years of progressively responsible experience in municipal accounting and a Bachelor's degree in finance, accounting, or a related field.

Knowledge of GAAP and GASB.

Computer experience to include HTE Software, MS Word, Excel, and Outlook is preferred.

PERFORMANCE APPTITUDES

Equipment, Machinery, Tools and Materials Utilization – Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and 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; printers, copy machine; postage machine; fax machine; calculator, shredder, and microfiche.

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 ladders.

Walks, sits, stands, bends, lifts, climbs ladders and/or 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.

RESIDENTIAL REQUIREMENT

Applicant must live in the State of IL and within 25 miles of the location of 4500 W 123rd St, Alsip IL 60803 which is the Village of Alsip Municipal building and administrative offices.