



## POSITION ANNOUNCEMENT

### ACCOUNTANT

The Village is accepting applications for a full-time Accountant. This position works under the direct supervision of the Assistant Director of Finance. The Village oversees a \$72 million budget.

#### General Responsibilities:

Position will be responsible for maintaining the general ledger in accordance with generally accepted accounting principles and prepare financial reports and provide analysis as needed to assist senior management in decision making. Essential duties include timely preparation of monthly and annual financial reports, payroll, utility billing and preparation of cash and investment schedules. This position will assist with annual audits, reconciliation and verification of bank accounts balances with the general ledger.

#### Position Requirements:

Successful candidate will have a Bachelor's Degree in Accounting, and one to three years of experience in municipal accounting field, or an equivalent combination of experience and training to perform the functions of the position; successful completion of Certificate in Public Accounting (CPA) is preferred.

Essential position requirements include working knowledge of governmental accounting theory, Generally Accepted Accounting Principles and Practices; ability to maintain efficient and effective financial systems and procedures; ability to prepare and analyze complex financial reports and interpret data to formulate conclusion; knowledge of internal control procedures and public finance and fiscal planning; working knowledge of payroll and accounts payable functions; ability to communicate effectively, orally and in writing; ability to prioritize, organize and complete required duties in a timely and accurate manner. Candidate should be proficient in various business computer software packages, including but not limited to Microsoft Office, Tyler Technologies' MUNIS financial software and Crystal Reports. Individual must be able to communicate and coordinate with others effectively.

#### Starting Salary Range:

The salary range for this position is \$65,742 to \$86,614 with a starting salary DOQ. The Village provides an excellent benefits package, including health insurance, dental and vision insurance, and participation in the Illinois Municipal Retirement Fund (IMRF).

#### Selection Process:

Candidate should be prepared to take a written exam related to tasks that may be encountered on the job and undergo a thorough background investigation. Interested candidates should complete an employment application which may be downloaded from the Village's website at [www.wilmette.com](http://www.wilmette.com) and submit it along with a resume and cover letter electronically to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com). Paper submissions will not be accepted. The position will remain open until filled.

The Village of Wilmette is an Equal Opportunity Employer