

HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
FAX: 815/724-4039



**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 50-18
POSTED: 11/07/2018, 8:00 a.m.
EXPIRATION: until filled
TITLE: Accountant (Position Code #1430)
SALARY: \$70,000- \$98,000
DEPARTMENT: FINANCE
DIVISION: ACCOUNTING

GENERAL PURPOSE

This position assists in the administration of the financial activities of the City, including various Federal and State requirements, grant documents, and related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists Assistant Director of Finance in the supervision, training and reviewing of the Accounting staff;
Prepares Journal Entries;
Reconciles cash, investments, and fixed assets;
Reconciles subsidiary ledgers to the general ledger;
Compiles and prepares data for monthly reports;
Performs all necessary accounting functions for grants to support grant management functions, such as: drawdown requests, record retention and filing requirements;
Assists in the preparation of budgets, reports, presentations and other financial analyses;
Prepares year-end account confirmations and assists auditors in their review;
Reviews voucher requests from other divisions to ensure proper accounting of City payments;
Responsible for learning payroll procedures and acting as a backup as needed;
Periodically assists Customer Service Division;
Prepares and presents other information and reports, as needed;
Performs other related duties as required.

MINIMUM QUALIFICATIONS**Education and Experience:**

Bachelor's Degree from an accredited college in Business, Accounting, Finance or related field; CPA and/or MBA preferred;
Minimum 3-5 years accounting experience, preferably with a public entity;
Any equivalent combination of education and experience which provides the required knowledge, skills and ability.

Necessary Knowledge, Skills and Abilities:

Good knowledge of generally accepted accounting principles and practices and their application to a variety of accounting transactions and problems with particular reference to municipal accounting;
Good knowledge of the laws and regulations governing municipal financial administration and grants accounting;
Good computer and software skills related to automated financial management systems, spreadsheets, database, and word processing software;
Ability to analyze and evaluate accounting data and to develop pertinent financial data in the preparation of reports and statements;
Ability to communicate, both orally and in writing;
Ability to establish and maintain effective relationships with other department heads and government officials.
Tyler Munis and ADP experience preferred but not required.

SPECIAL REQUIREMENTS

Valid State of Illinois Class D driver's license;

A full job description is available in Human Resources upon request.

**THE CITY OF JOLIET IS AN EQUAL
OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**