

Accounting Clerk

Job Description Village of New Berlin, Illinois

September 18, 2024

General Description

The Accounting Clerk is a new position for the Village. It is being posted as a part time position but may have potential to grow into a full time position. He or she must demonstrate a high degree of independent judgement and initiative.

Provide excellent customer service and communicate effectively, orally and in writing, with the general public, employees, and others.

The Accounting Clerk is an official financial record keeper for the Village and reports to the Village Mayor, and Village Board, respectively.

Prerequisite Skills

- Demonstrated skill and understanding of GAAP accounting principles and municipal finance regulations as applied to a unit of local government.
- 3-5 years of experience and proficiency in Microsoft Excel, Outlook, Google Drive, and commonly used accounting software, such as QuickBooks.
- A high degree of proficiency in the use of Locis software or experience that demonstrates a high aptitude to become proficient in its use.
- Ability to multi-task between and among varied software programs to complete work product.
- Ability to acquire a practical knowledge of legal, administrative, and procedural regulations applicable to a unit of local government.
- Ability to work independently and to perform duties under pressure and modified timelines.
- Strong attention to detail and commitment to accuracy.
- Ability to effectively network with Sangamon County government and other local governments of similar size.
- Ability to accurately understand and referencing knowledge of the *Revised Code of Ordinances of New Berlin Illinois*, as amended.

Duties and Responsibilities:**Accounts Payable and Receivable:**

- Manage Village utility billing, accounts receivable, collection, deposits, and customer receipts.
- Manage Village general accounts payable and pay all bills on time with accurate records to include:
 - Process invoices and payments timely and accurately.
 - Issue bills and invoices to residents and businesses.
 - Record and reconcile incoming payments.
 - Follow up on outstanding balances and communicate effectively to resolve discrepancies
- Manage all standing and cyclical Village financial records and accounts.

General Ledger Maintenance:

- Maintain and update general ledger accounts.
- Assist in month-end and year-end closing processes.
- Prepare journal entries as required.

Financial Reporting:

- Assist in the preparation of financial statements and other reports.
- Provide accurate and timely financial data to village officials and other relevant parties.
- Compile reports on revenues, expenditures, and budget variance.

Budget Assistance:

- Manage the annual budget preparation process.
- Monitor budget allocations and actual expenditure.
- Provide forecasts and financial status updates.

Record Keeping:

- Maintain accurate and organized financial and accounting records.
- Ensure compliance with municipal policies, procedures, and regulations.
- Assist in audits and provide necessary documentation.

General Administrative Support:

- Assist with payroll processing if required.

- Maintain office supplies and ordering equipment as needed.

Education and Experience:

- High school diploma or equivalent required; Associate degree or higher preferred.
- At least 3-5 years of experience in an accounting or finance-related role.
- Experience in governmental or public sector accounting is a plus.

Wages and Benefits

Wages and benefits are determined, negotiated, and set by the Village Board. Benefits include time off for Holidays, Sick Time, Vacation Time, Health Insurance, and IMRF Retirement .

Position Application

Applications for this position may be addressed to Sknox@newberlin.il.us , or delivered at the New Berlin Village Hall, 301 E. Illinois Street, New Berlin, IL. 62670.

Applications will be received until the position is filled.