



Accounting Assistant

The Village of Antioch is currently recruiting for an Accounting Assistant that will complement our Finance Department. This will be a nonexempt full time position and reports to the Director of Finance.

Overview of job responsibilities include:

- Processing journal entries for all financial transactions correctly and in a timely manner, related to payroll transactions, accounts receivables, accounts payable, billing, cash receipts, other disbursements, investments of village funds, debt management and capital assets.
- Oversees project management tracking and coding
- Prepares monthly reports summarizing transactions affecting all Accounts receivables and liabilities.
- Issues monthly reports to third parties as needed, including statements of activity for accounts receivable and government reports.
- Maintain debt schedules, capital assets, project records, and grant reporting requirements.
- Provides support in the completion of the payroll process, including journal entries and makes vendor payments as needed.
- Maintains the fixed assets and balance sheet accounts reconciliation and assists with the audit.
- Prepares and mails invoices to customers; maintains customer files; posts payments to customer delinquent accounts and customer payment profiles.
- Processes accounts payable, including the updating and balancing of reports; enters accounts payable expenditures into financial system; and performs accurate data entry of invoices.
- Performs other duties as directed by the Finance Director.
- Full Position Description is available upon request.

Well qualified candidates should possess the following skills and knowledge:

- Government accounting, auditing and financial reporting
- Knowledge of a wide range of administrative procedures such as word processing, managing files and records, transcription, designing forms and templates and other office procedures.
- Exceptional customer service in dealing with internal and external customers.

- Ability to handle confidential material in an ethical and professional manner.
- Works effectively under deadlines.

Education/Experience

- A bachelor's level degree from an accredited four-year college or university in Accounting, Finance, or Public Administration is preferred.
- Minimum of four years of working experience in a government setting, performing finance related functions
- Any equivalent combination of education, training, and experience will be considered.

How to apply:

Interested applicants should submit a completed application (available on our website); cover letter, resume and work-related references to:

Village of Antioch
Attn: Sheri Lambert, Human Resources
874 Main St
Antioch IL 60002
Or Email to: slambert@antioch.il.gov

The Village of Antioch provides Equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.