



Accountant

POSTED ON JULY 30, 2024 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is a non-home rule community on the Illinois-Wisconsin border located halfway between Milwaukee and Chicago with a population near 15,000. The Village of Antioch has an annual operating budget of \$15 million and presents the financial position of the Village's funds as promulgated by the Governmental Accounting Standards Board (GASB).

The Village of Antioch is seeking an experienced, qualified, and team-oriented applicant for the position of Accountant. This is a professional level position responsible for accurate monthly maintenance, and highly analytical and technical functions related to the Village's general ledger. The incumbent will perform a variety of duties, including internal controls, assisting with bank reconciliation, and monitoring of revenues and expenditures to assure sound fiscal control. This position will also assist with the preparation of the audit, budget, annual reports, and handling confidential personnel data. The Accountant will provide backup support to the Finance Director and various other positions in the Finance Department. The Accountant is responsible for accounting and performing financial work involving the operation and control of financial matters, helping to ensure that Village financial policies, rules and regulations are implemented. Successful candidates must be able to analyze and interpret financial data, maintain efficient and effective financial systems and accounting procedures, and have considerable experience with Microsoft Office products and the ability to learn financial software to proficiency. Reports to the Finance Director. Excellent oral and written communication skills and analytical skills are essential. The full job description is available upon request.

Qualifications:

A minimum of a bachelor's degree from an accredited four-year college or university in Accounting, Finance or Public Administration preferred. Must Possess at least four (4) years of working experience in a governmental setting performing municipal finance-related functions. Any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job will be considered.

Salary & Benefits:

The salary range is \$75,322.95 – \$82,855.25. An excellent benefits package is available.

How to Apply:

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

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

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.