



Accountant Position

Position Purpose: The Village of Maywood, Illinois seeks an Accountant to provide supervision and review of accounting internal controls, maintain the general ledger in accordance with generally accepted accounting principles, prepare financial reports and schedules, and provide financial analysis as requested.

Essential Functions (list in order of importance including measures)

- Perform the reconciliation of bank accounts monthly and verify bank balance with general ledger.
- Responsible for the creation and data entry of journal entries required as part of the monthly financial closing process. Prepare adjusting and accrual entries in accordance with generally accepted accounting principles; prepare cash and investment schedules, and capital project, debt, interfund and operating transfer schedules.
- Assist in the coordination of timely month-end and year-end closing of accounts payable, accounts receivable, payroll, utility billing, and general ledger computer systems. Reconcile subsidiary ledgers to the general ledger on a monthly basis. Assist in the development and maintenance of accounting procedures manuals.
- Maintain fixed asset records and prepare information for appraisal update and audit.

General Job Requirements

- Graduation from an accredited college or university with a degree in accounting or finance; successful completion of Certificate in Public Accounting (CPA) is preferred.
- Experience in municipal accounting and proficiency in computer software, including but not limited to Microsoft Office, and MSI or similar municipal financial software.
- Working knowledge of modern governmental accounting theory, Generally Accepted Accounting Principles, and practices.
- Considerable knowledge of internal control procedures and management information systems; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions.

Submit Resumes to Jellexson@Maywood-il.org

The Village of Maywood is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status, genetic information, ancestry, religion, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. The Village will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. The Village of Maywood welcomes diversity in the workplace and appreciates the gift it brings in serving others.