



Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

STAFF ACCOUNTANT (Part-Time)

Posting Date: April 5, 2019

Closing Date: April 19, 2019

The Village of Tinley Park (population of over 57,000) seeks a part-time Staff Accountant to work maximum of 25 hours per week. Under the general direction of the Village Treasurer/Finance Director, the part time Staff Accountant performs a variety of accounting functions, such as preparing journal entries, bank reconciliations, annual audit related duties, preparation of a variety of financial reports, payroll processing, and assisting in maintaining accurate financial records for the Village and performing related accounting tasks as assigned.

Essential job Functions:

- Performs various functions of payroll, including not limited to: verifying time worked, reviewing timesheets for accuracy, processing and maintaining electronic payroll and related deposits, and recording payroll changes affecting net wages such as retro pay adjustments, exemptions, insurance coverage, and various payroll deductions for each employee.
- Prepares numerous financial statements, worksheets, and reports relating to the Village's water, sewer, and electric funds in addition to labor distributions, energy conservation programs, and other special accounts as requested; Reviews financial documents and prepares various reports for the Village Board or other reporting agencies as needed.
- Assists in the preparation of the Village's annual budget, Comprehensive Annual Financial Report (CAFR), and audits.
- Maintains a variety of accounts for the Village, including the fixed asset accounts and other special assessments or special accounts receivable.
- Accumulates, calculates, posts, balances, and reconciles data for specific accounts and payroll; Identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
- Performs various special projects assigned by the Village Treasurer/Finance Director; Provides assistance to other accounting staff and to other Village departments as needed.
- Other duties as assigned.

Minimum qualifications:

- Graduation from an accredited four-year college or university with a degree in accounting, finance, or a closely related field.
- One (1) year progressively responsible municipal accounting or finance work.
- Any equivalent combination of education and experience.
- Successful completion of pre-employment testing.
- Valid motor vehicle license.
- CPA (Certified Public Accountant) designation preferred.

Start Hourly Pay Rate and Benefits: \$25.10/hr. plus Illinois Municipal Retirement, paid vacation after 2 years.

Application Process: Interested and qualified candidates may complete an Application for Employment obtained online at www.tinleypark.org or obtained in person at the Village Hall. Submit with a cover letter, resume and above referenced documentation.

Submissions must be postmarked, e-mailed or received in the Village Hall night drop by 5:00 p.m., April 19, 2019.

Mail to: Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

Email to: humanresources@tinleypark.org