



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

ACCOUNTANT I

EFFECTIVE DATE: 10/15/2024

DEPARTMENT: Finance	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 2600	RANGE: S15	PENSION: IMRF	UNION: N/U
REPORTS TO: Assistant Finance Director	LEVEL OF SUPERVISION RECEIVED: Direct Supervision		LICENSE/CERTIFICATES: Illinois Drivers License (Class D)

SUMMARY:

Responsible for a variety of accounting tasks which include balancing receipts, preparing and posting journal entries, monitoring cash flow, managing accounts receivable, preparing several monthly reports and reconciling several bank statements and escrow accounts. Provides requested information to the auditors during the annual audit and contributes to the annual budget process. As needed and in coordination with the Finance team, will be responsible for tasks related to delinquent collection efforts, processing of invoice payments, and assisting with the Village's Administrative Adjudication Hearing process, which includes attending hearings and handling customer service related to those hearings, when necessary.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	<u>Accounting Duties</u> Prepares, reviews and posts journal entries to the general ledger, including incoming wires/ACH to bank accounts.	Daily 20%

2.	Generates counter receipts for invoice payments and miscellaneous revenue.	Daily 15%
3	Handles internet transactions and reconciliations for various Village payments and purchases. Updates appropriate spreadsheets accordingly.	Daily 5%
4.	Prepares bank and investment account reconciliations.	Monthly Less than 5%
5.	Reviews and runs trial balance and operating reports.	Weekly Less than 5%
6.	Types non-sufficient funds and miscellaneous correspondence letters. Handles inquiries regarding non-sufficient fund checks.	Weekly Less than 5%
7.	Journalizes and maintains spreadsheets for Asset Seizure Federal and State, credit card fees, property taxes received, replacement taxes, ambulance payments, health & life insurance, etc.	Monthly 5%
8.	Assist in preparation/updating of spreadsheets for capital improvements program and annual budget.	Monthly 5%
9.	Reconciles Hotel Taxes, Interest Rates, Operating Transfers, Lease Payments, Sick Incentive Benefit for retirees, etc.	Monthly Less Than 5%
10.	Responsible for the accounting of all escrow accounts for recapture fees, developer deposit fees, water meter/wrench deposits, other escrow accounts, etc.	Monthly Less Than 5%
11.	Extensive work gathering information and creating spreadsheets in preparation of annual audit.	Monthly Less Than 5%
12.	Preparation of monthly Finance reports for Finance Committee meeting.	Monthly Less Than 5%
13.	<u>Delinquent Collections & Administrative Adjudication Duties</u> Responsible for overseeing all processes related to the Village's Administrative Adjudication hearings, including monitoring and doing data-entry of citation information, responding to a large volume of customer inquiries related to citations, running court dockets in preparation for hearings, making sure all paperwork is in order for hearings, attending the nightly hearings twice per month as the Hearing Clerk (responsible for overseeing the volunteers that work the hearings, checking in all attendees, receiving all payments and setting up payment plans, closing out the hearing by making sure all citations are signed by the Hearing Officer), recording all payments the following day and doing the penalizing and noticing process.	Daily 30%

14.	Oversees collection efforts related to delinquent Village fees and taxes, including Police and Code Enforcement citations, utilizing various collection methods available to the Village.	Daily 10%
15.	Prepares delinquent collection files to send to State of Illinois, Local Debt Recovery Program and track payments received. Prepares files to send to collections agency and track payments received.	Monthly 5%
16.	Communicates with various outside agencies regarding delinquent collections.	Daily 10%
17.	Monitors and handles customer complaints regarding licensing, fees and taxes.	Daily 5%
18.	Monitors the effectiveness and efficiency of all revenue collection processes and makes recommendations for improvements.	Daily 5%
19.	<u>Accounts Payable Duties</u> Process invoices for payment; match invoice with purchase order; check all invoices for accuracy; verify account codes for proper assignment of budget expenditure; send invoices to department directors for approval; resolve disputes within area of authority and responsibility.	Daily 15%
20.	Run checks and Bill List reports for Village Board approval.	Monthly 5%
21.	Monitor open purchase orders and ensure the vendor list is kept up to date.	Monthly 5%
22.	<u>Other Duties</u> Provides backup for other tasks within the department related to cash receipts, water billing, and customer service.	Monthly 5%
23.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Files, photocopies, and faxes documents.
2.	Performs other duties, tasks, and responsibilities as assigned.
3.	Records the minutes of the Capital Improvements Board and Special Finance Committee Meetings. Attends all (CIB) Capital Improvements Board and Special Finance Committee meetings related to the budget to record the minutes. There are approximately three night/evening meetings per year.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

☒ **X** None required

☐ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
☐ High school diploma or general education degree (GED)
☐ Two or more years of college coursework in related field
☐ Associate's degree (A.A.) from two-year college or technical school
☒ Bachelor's degree (B.A.) from four-year college or university
☐ Master's degree (M.A.)
☐ Doctoral degree (Ph.D.)
Degree or coursework should be in...

Accounting

Experience Level (Select one - required)

- ☐ No prior experience or training required
☐ Six months to one year related experience
☒ One to two years related experience
☐ Two to four years related experience
☐ Four to ten years related experience

Additional Experience (Select as appropriate)

- ☐ Experience in supervisory capacity...
☐ Experience in management capacity...
☐ Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
☒ Word Processing data
☒ Spreadsheet software
☐ Database software
☒ Specialized applications:

Accounting System and
Microsoft Office

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☒ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- ☒ A Plus
- ☐ Preferred
- ☐ Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Skilled in Microsoft Excel, strong/accurate data entry skills, ability to learn new accounting software systems, etc.

Able to accurately prepare journal entries.

Must be exceptionally detail oriented and able to multi-task.

Apply reasoning and analytical skills to analyze financial/accounting transactions and reports.

Collect and reconcile data and information from several sources.

Communicate effectively, verbally and in writing.

Ability to work in a team environment and establish successful working relationships with employees throughout the Village organization.

Respond to and interact with customers, employees and others within and outside the organization in a courteous and professional manner.

Read, write, speak and comprehend the English language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>X</u>	_____	_____
Walks	_____	<u>X</u>	_____	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	<u>X</u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	_____	<u>X</u>	_____	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	<u>X</u>	_____
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	<u>X</u>	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>X</u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

X Corrected vision of...

_____ Uncorrected vision of...

As required by the ILSOS to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)	Amount of Time			
<u>Environmental Conditions</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works near moving mechanical parts	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works in high precarious places, underground, or confined spaces	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Flying debris or airborne particles	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Risk of electrical shock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works with explosives or risk of radiation	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Vibration	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Extreme illumination	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Low noise level (Normal voice tones)	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Moderate noise level (Raised voice levels)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
High noise level (Shouting/ear protection may be needed)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____