

# Village of Bridgeview

## **Description: Staff Accountant**

Staff Accountant Job Purpose: Provides management with financial information by researching and analyzing accounts; maintaining account and ledger books, and preparing financial statements and reports.

## **Staff Accountant Job Duties:**

- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system, subsidiary account ledgers and other Village departments.
- Maintains and balances municipal fund accounts by inputting data; scheduling required jobs; verifying data, and reconciling data to source documents.
- Analyzes information and options by developing and maintaining spreadsheet reports including the independent verification information.
- Prepares general ledger entries by maintaining records and files and reconciles accounts to subsidiary ledgers.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements and reconciling accounts.
- Develops and implements accounting procedures by analyzing current procedures and recommends changes.
- Answers accounting and financial questions from management by researching and interpreting data.
- Provides accounting support for Village wide financial information including converting data to general ledger system; obtaining supplementary information for preparing financial statements.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.
- Becomes familiar with operations and structures and alters accounting system to match.

**Skills/Qualifications**

College bachelor's degree in accounting

Work experience in accounting field

Reporting skills

Deadline-Oriented and organization skills

Time Management

Attention to Detail

Confidentiality

Personal Computer Proficiency including Microsoft Office. { Village accounting system }

Verbal Communication of ideas with others

**Salary**

Salary is a minimum of \$40,000 and commensurate with education and experience.

**Please email your resumes to:**

[KPannarallajr@villageofbridgeview.com](mailto:KPannarallajr@villageofbridgeview.com)

**Deadline for replies is December 24, 2014 at 4:00 PM**