

POSITION DESCRIPTION

Class Title: Accountant/Finance Analyst
Department: Administrative Services
Date: January 2026

Grade Number: 15
Union: N/A
Location: 860 Badger Circle

GENERAL PURPOSE

Responsible for assisting in the proper administration of the financial affairs and fiscal records of the Village performing complex technical tasks related to accounting and finance.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Administrative Services.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in the maintenance of the accounting records for the Village including reconciliations of general ledger accounts, bank accounts, journal entries, fixed assets, etc.

Assist in the preparation of financial statements and annual audit.

Assists in preparation of property tax bills.

Assist in the maintenance of Village payroll processes and related reporting functions.

Processes payroll.

Assist in the review of utility billing and processes billing and payment adjustments.

Serves as the backup for processing Utility billings.

Assists departments with grant processing and tracking as necessary.

Performs other duties as circumstances may require at the direction of the Director of Administrative Services.

Assists with budget development.

Regular attendance at this position is required.

PERIPHERAL DUTIES

Provides support to the Administrative Services Department as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Associate's Degree in Accounting or Finance required. Bachelor's Degree preferred, and
- (B) Three (3) years of increasingly responsible related experience, municipal government experience preferred.
- (C) Certified Public Accountant desirable

Necessary Knowledge, Skills and Abilities:

- (A) Ability to independently prepare audited financial documents preferred.
- (B) Considerable knowledge of the theory and practice of government finance, treasury, and cash management functions, working knowledge of governmental accounting principles and practices.
- (C) Ability to define problems, collect data, establish facts and draw valid conclusions.
- (D) Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
- (D) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.
- (E) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
- (F) Ability to retain confidentiality of Village employment, personnel, and financial matters.

SPECIAL REQUIREMENTS

- (A) Must possess a valid state driver's license and have own vehicle with minimum Village required insurance coverage.
- (B) Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; utility billing, payroll and accounting software; 10-key calculator, phone, and copy machine, postage machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.