

**JOB TITLE:** Staff Accountant/Administrative Assistant

**DEPARTMENT:** Main Office

**LOCATION:** 80 N. Broadway, Aurora, IL 60505

**REPORTS TO:** Director of Finance & Administration

**POSITION DETAILS:** Non-exempt, Part-time, Hourly

**HOURS:** Monday-Friday, 20-25 hours per week

**LAST REVISED:** May 2022

### **Summary**

Under the direction of the Director of Finance & Administration, the Staff Accountant/Administrative Assistant performs highly skilled accounting functions and clerical work related to financial matters. This position provides accounting services and administrative support in a variety of tasks. Main responsibilities include payroll processing, accounts payable processing, and bank reconciliations using Abila Accounting software and other administrative functions using other software programs including, but not limited to, Excel and Word.

### **Minimum Qualifications**

Education: Associate's or Bachelor's degree in Accounting from an accredited institution

Experience: 3-5 years of experience working in accounting or supporting administrative position or sufficient combination of education and experience

### **Principal Duties**

- Verify hours worked for all hourly staff from timecards
- Process payroll on a biweekly basis
- Process accounts payable on a semimonthly basis
- Enter journal entries monthly
- Perform semimonthly cash collections of Ride-in-Kane fares and Youth & Community Center receipts
- Prepare monthly billing of Ride-in-Kane subscription rider invoices
- Perform bank reconciliations on a monthly basis
- Reconcile Township credit card activity
- Compose memos, reports, and other correspondence
- Maintain accuracy and completeness of accounting department filing system
- Coordinate annual record retention process
- Maintain files of Township Board of Trustees meeting minutes, ordinances, and resolutions
- Monitor cash balances and update cash rollforwards on a daily basis
- Distribute monthly financial reports to department managers
- Assist with annual audit, schedule preparation, and document retrieval
- Assist with Freedom of Information Act (FOIA) requests
- Performs other duties as assigned appropriate to the title and function of the position

### **Skills, Abilities, and Experience**

- Thorough knowledge of standard office practices, procedures, and office assistance techniques
- Knowledge of and experience in Staff Accountant position
- Ability to perform quantitative data assessment and analysis
- Ability to operate a variety of standard office computer equipment, including proficiency in Microsoft Office and Abila (Sage) Accounting software programs
- Possess a high level of written and oral communication skills for interactions with supervisor, staff, vendors, and the public
- Ability to successfully complete multiple projects in a timely manner
- Ability to manage a schedule and meet deadlines
- Ability to establish and maintain effective working relationships with associates and the general public
- Possess a high level of organizational skills with attention to detail
- Bilingual English/Spanish Preferred

### **Physical and Mental Requirements**

*The physical demands herein 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 these essential job functions.*

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; ability to occasionally lift up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform computer-related office tasks

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position

Visit [www.auroratownship.org/employment](http://www.auroratownship.org/employment) to complete an application. You may apply in person at 80 N. Broadway, Aurora, IL 60505 between the hours of 8:30AM-4PM Monday through Friday, via email at [jennifer.h@auroratownship.org](mailto:jennifer.h@auroratownship.org), or fax at 630-270-1176.