



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ACCOUNTING MANAGER

EFFECTIVE DATE: January 15, 2023

DEPARTMENT: Finance	WORK LOCATION: Village Hall	FLSA STATUS: Exempt	
CLASS CODE: 7575	RANGE: 21	PENSION: IMRF	UNION: N/U
REPORTS TO: Asst. Finance Director	LEVEL OF SUPERVISION RECEIVED: General Supervision	LICENSE/CERTIFICATES: None	

SUMMARY:

To perform a variety of complex analytical, technical, professional and managerial duties related to the Village's accounting, payroll, and accounts payable functions and personnel.

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.	Supervise, train, develop, and give work direction to assigned personnel in the Accounting Division of the Finance Department in the areas of payroll, accounts receivable, accounts payable and accounting. Evaluate performance and discipline assigned employees. Plans, organizes and schedules workloads and personnel assignments; participates in and recommends hiring new employees; trains, motivates and evaluates assigned personnel; reviews progress, sets objectives and directs changes as needed; examines work for accuracy, legibility, neatness and conformance to policies and procedures. Monitors employee time entry for bi-weekly payroll.	Daily 50%

2.	Oversee the monitoring of other departments' budget compliance throughout the year by reviewing all purchase requisitions and check requests.	Daily 10%
3.	Oversee the input of all invoices for payment processing and the creation of the payable bill list for Village Board approval. Performs new vendor research and entry.	Daily 10%
4.	Assist with Village banking processes, including wires, bank transfers and approvals for bank activity.	Daily 10%
5.	Field purchasing questions and conduct purchasing research for various departments on an ongoing basis	Daily 5%
6.	Coordinate monthly closing of general ledger, account analysis, preparation of trial balance and operating reports.	Monthly 25%
7.	Review monthly Finance report and Treasurer's report narrative.	Monthly 5%
8.	Calculate recapture and lien amounts to be collected per ordinance.	Monthly 5%
9.	Responsible for annual tax reporting and preparation of W-2's, 1099's, quarterly tax returns for Federal, State, Illinois Department of Employment Security.	Quarterly 10%
10.	Collect, process and generate annual budget information and related reports. Provide assistance to other departments in budget preparation. Assist in preparing Finance Department budget. Input budget figures into financial software.	Annually 35%
11.	Coordinates preparation of Annual Treasurer's Report for publication.	Annually 10%
12.	Prepare and submit form 1099-Misc.	Annually 10%
13.	Prepares accounting division goals and objectives	Annually 5%
14.	Assists with the annual audit, which includes overseeing employee's progress with projects, assembling various required workpapers, and assisting with the proofing of the Annual Financial Report.	Annually 5%
15.	Responsible for year-end financial software processing. This includes running the Annual Treasurer's report, creating W-2, 1099-R and 1099 Misc. files. Steps are performed to close out the payroll year and start the new payroll year. Procedures are followed to start the new fund account year, input the new year budget numbers, close the year and open the new year.	Annually
16.	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.	Review bank reconciliations.
2.	Respond to internal and external questions related to the accounting division
3	Represent Finance Department at Village Board and committee meetings as requested by the Finance Director.
4.	Provide backup in absence of Assistant Director of Finance, investment of excess cash, payroll and A/P funding daily wires to/from Village banks.
5.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

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

Directly supervises members of the Accounting Division which includes: Accountant I, Accounts Payable Clerk, and Payroll Coordinator. Supervisory responsibilities include interviewing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 **REQUIRED**
 - Master's degree (M.A.) or CPA preferred
 - Doctoral degree (Ph.D.)
- Degree or coursework should be in...

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:

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.

Analyze and interpret complex data.

Direct, supervise, develop, motivate and evaluate the performance of employees.

Communicate effectively, verbally and in writing.

Follow verbal and written instructions.

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

Establish successful working relationships with other employees, supervisors and other departments.

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)

----- Amount of Time -----

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

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

Corrected vision of...

Uncorrected vision of...

Enter specific vision requirement here
Enter specific vision requirement here

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)

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

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: _____