

Staff Accountant Position – Village of Chatham

The Village of Chatham, Illinois is seeking a qualified, highly motivated individual to join the Finance Department as an Accountant.

The Accountant is responsible for assisting with the accounts payable function, maintaining and posting entries to the general ledger, receipting revenue, fixed asset management and completing monthly reconciliations. The position would also assist in the preparation of the annual budget, provide support with the annual audit process and assist in the preparation of various other financial reports. This position reports to the Chief Fiscal Officer and Chief Budget Officer/Treasurer.

Preferred education is a bachelor's degree from an accredited college or university in accounting and at least one year, preferably two or more years of work experience in accounting. Experience in municipal government is a plus. Also will consider recent college graduates. The successful candidate should be very detail-oriented, organized, maintain positive and effective working relationships with other employees and the public, perform required duties with accuracy, persistence, integrity, and tact as well as be able to work independently, exercising good judgement and initiative. Candidates should be proficient in Microsoft Office products, especially Excel. Knowledge of Springbrook Finance and Administration software a plus.

The Village of Chatham offers an excellent benefit package, including health and life insurance, IMRF pension, vacation time, personal time, paid holidays, and sick time.

The position will remain open until October 27, 2024. Resumes will be reviewed as they come in. Interviews will take place October 28 – 31, 2024. The application can be found on the Village's website at <https://www.chathamil.net/service/employment-opportunities>

Job Type: Full-time

Pay: \$55,000.00 - \$65,000.00 per year

Benefits:

- Paid time off
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Retirement plan
- 457(b)

Schedule:

- 8 hour shift
- Monday to Friday

Supplemental Pay:

- Overtime pay

Work Location: In person