

VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITIES

Medical Insurance
Dental Insurance
IMRF Retirement Benefits
Social Security Retirement Benefits

Vacation & Sick Leave
Credit Union
Deferred Compensation Plan
Group Life Insurance

Notice of Accepting Applications for the Position of:

ACCOUNTS PAYABLE & PAYROLL SUPERVISOR Full-time *Finance Department*

Annual Salary
Range: \$67,392 - \$86,012

Brief Description
of Duties:

Under the direction of the Finance Director, performs work of considerable complexity pertaining to the management of the Accounts Payable and Payroll functions. Responsible for the supervision and management of the employees of both functions in the execution of their duties. Makes recommendations for standardizing processes and procedures to improve efficiency of performance and workflow. Prepares reports, files quarterly tax returns and Illinois unemployment filings, annual unclaimed property report, 1099 and W-2 forms. Issues voucher checks, Automated Clearing House (ACH) remittance files, and Electronic Funds Transfer (EFT) remittance on a regular voucher schedule, as well as pre-issue when necessary. Maintains a high level of confidentiality in all areas. Performs other duties as assigned or required.

Required
Training and
Knowledge:

Bachelor's degree in Accounting, Finance, Business Administration or related field is required. Minimum five years experience in accounts payable and payroll is required, preferably in Illinois local government. Minimum 2 years supervisory experience required. Any appropriate combination of education and experience will be considered. Must be proficient in Microsoft Office Suite with emphasis on Excel. Experience using financial and payroll enterprise resource planning systems. Demonstrated knowledge and understanding of internal control concepts, accounting standards, accounts payable and payroll principles/procedures is required. Must possess excellent verbal, written and interpersonal communication skills along with the ability to work effectively with subordinates and co-workers.

Application
Process:

Interested applicants should submit a Letter of Interest and Resume, and ***MUST*** submit a completed Village of Skokie Application for Employment by March 30, 2018 to: Village of Skokie Personnel Office, 5127 Oakton St., Skokie, IL 60077 or email to Human.Resources@skokie.org. Applications are available at www.skokie.org.

APPLICATION DEADLINE: March 30, 2018

The Village of Skokie is an Equal Opportunity Employer