



Position Announcement

Part-Time Accountant

10987 Main Street, Huntley, Illinois 60142 • 847-515-5200 • www.huntley.il.us

The Village of Huntley is a vibrant, growing community of 26,000 residents located at the crossroads of Interstate 90 and Illinois Route 47, approximately 45 miles northwest of Chicago in southern McHenry County and northern Kane County.

General Duties: This part-time position performs professional accounting duties under the direction of the Assistant Director of Finance for all Village funds and accounts.

Responsibilities include, but are not limited to: preparing and maintaining all subsidiary account ledgers, schedules and reconciliations to the general ledger; prepare journal entries for funds or accounting entities; reconciliation of bank and general ledger accounts; prepare monthly trial balances of general and subsidiary ledgers; review and analyze ledgers for unusual and/or incorrect entries and prepare adjusting journal entries, as needed; perform data entry of revenues, cash receipts, investments, and other journal entries for the end of the month closing of the general ledger; assist in the monthly and quarterly preparation of the financial reports (balance sheet and income statement) for Village Board review.

Qualifications (Education & Experience): Bachelor's Degree in accounting or a related field preferred, with three to five years of related accounting experience. Equivalent combination of education and experience may be considered. Position requires proficiency in Microsoft Office and other software applications. Previous experience with governmental accounting and New World a plus.

Compensation: The hourly rate of pay for this position is commensurate with qualifications and experience and includes participation in the Illinois Municipal Retirement Fund.

Hours: Twenty-four (24) hours per week, Monday – Friday flexible between the hours of 8:00 a.m. – 5:00 p.m.

To Apply: Interested candidates are required to complete and submit a Village of Huntley employment application, along with a resume. Applications can be downloaded from the Village's website at www.huntley.il.us . Completed applications can be submitted to: Human Resources 10987 Main Street, Huntley, IL 60142, faxed to (847) 515-5232 or emailed to: humanresources@huntley.il.us . Position open until filled.

Post Offer Requirements: Completion of a pre-employment drug screen, along with a background check is required.

The Village of Huntley is an Equal Opportunity Employer