

DOWNERS GROVE SANITARY DISTRICT

JOB DESCRIPTION

TITLE: PART-TIME ACCOUNTING ASSISTANT

FLSA: Nonexempt

GENERAL SUMMARY

Performs governmental accounting functions including month-end accounting, bank reconciliations, adjusting journal entries and other financial recordkeeping needs for the organization. Assists with secretarial duties. Reports directly to Administrative Supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Primarily responsible for general ledger recordkeeping activities, including, but not limited to: deposits, month-end and fiscal year-end accounting, budget spread, bank reconciliations, adjusting journal entries, and monthly and annual reports.
- 2) Assists with preparation of financial reports related to the District's annual financial reporting and audit compliance each year.
- 3) Processes periodic non-user receipts in various forms including cash, check or ACH.
- 4) Assists with the placement and management of District funds in appropriate investments at the direction of the Administrative Supervisor.
- 5) Prepares annual filing of unclaimed funds reporting to the State of Illinois.
- 6) Responds to routine user billing inquiries.
- 7) Performs receptionist duties as required.
- 8) Performs secretarial duties as required.
- 9) Performs additional duties or special projects as assigned by the Administrative Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Bachelor's degree in Finance, Accounting, Economics or equivalent accounting-based degree combined with relevant experience.
- 2) Requires two to five years of related work experience.
- 3) Requires knowledge of intermediate accounting principles normally acquired through two years of college-level accounting or equivalent work experience.
- 4) Requires knowledge of computerized accounting systems acquired through six months of on-the-job experience.

- 5) Requires advanced level of knowledge in word processing software including Microsoft Word, spreadsheet software including Microsoft Excel and email software including Microsoft Outlook.
- 6) Requires moderate level of familiarity with website navigation and online research using search engines and other resources.
- 7) Requires ability to operate office machines, including data and word processing equipment, desktop imaging equipment, calculator, copier, fax and other office equipment.
- 8) Requires excellent grammar and proofreading skills.
- 9) Requires interpersonal skills and abilities to communicate effectively both orally and in writing with all levels of the organization, the public, and outside agencies, including under difficult circumstances. Requires strong customer service skills.
- 10) Requires ability to multi-task, organize and prioritize work, meet deadlines, and work as a team with co-workers.
- 11) Requires a valid State of Illinois Driver's License and ability to operate a motorized vehicle on public roads and highways.

PHYSICAL ABILITIES REQUIRED

- 1) Ability to operate required office equipment in order to send and receive information with necessary optical, auditory, and manual dexterity.
- 2) Ability to use a keyboard and mouse to enter, retrieve, or transform words and data.
- 3) Ability to use 10-key calculator or, alternatively, a keyboard 10-digit numpad by touch.
- 4) Ability to closely examine computer screen or written reports and proofread and check documents for errors.
- 5) Ability to walk, stand, or sit for an hour or more at a time for office related activities.
- 6) Ability to lift and carry boxes weighing up to 30 pounds.

WORKING CONDITIONS

Normal office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

02/21/19