



Position: Accounting & Finance Specialist

Qualifications: Bachelor of Arts degree preferred in accounting or equivalent, with experience in governmental accounting. Require working knowledge of governmental accounting, budgeting, tax levies, and banking requirements for local governments. Knowledge of QuickBooks and Microsoft office products required. Will be responsible for the HR and payroll functions; payroll and benefits reporting to Federal and State agencies. Must be able to work independently and in a small office environment, with excellent organizational and process management skills.

Overview: The Accounting & Finance Specialist is an hourly position which is responsible for maintaining all Township financial records, including payroll. Position reports directly to the Supervisor.

Specific Duties:

- Responsible for all bi-monthly payroll, year-end W-2's, 1099's and all required tax reports
- Provide employees with benefits and payroll information
- Process all checks, bill payments, bank deposits and reconcile monthly bank statements
- Prepare bills payable reports for Township Board Meetings
- Prepare monthly General Assistance reports for Township Board Meetings
- Compile Township accounting information for the Supervisor, Board of Trustees, Highway Commissioner, Assessor and Auditor
- Keep all financial records up-to-date and available for official annual statutory audit and trustees' reviews
- Attend Board meetings as needed to provide financial information
- Assist the Supervisor and the Board with the preparation of the Annual Township Levy and Budget
- Assist Road Commissioner with the preparation of the monthly Road District reports, Annual GATA audit and Annual Road District Levy and Budget
- Prepare all resolutions pertaining to Township finances
- Responsible for the statutory financial deadlines and reports for:

Township Levy & Budget	Annual Open Space Report
Road District Levy & Budget	Highway Commissioner's Annual Report
Annual Treasurer's Report	Supervisor's Annual Financial Statement
IMRF Wage Report	Audits
501C3 Report	Payroll
TOIRMA	
- Work collaboratively with colleagues
- Perform other duties to enhance the service provided by Libertyville Township as assigned by the Supervisor

Hourly Rate: \$25.50 per hour at 24 hours per week with the potential of becoming a full-time position with benefits.

Libertyville Township is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

