

Accounting Manager

January 2018

Village of New Baden, IL

Salary Position. Range dependent upon qualifications.

The Village of New Baden, IL is seeking an Accounting Manager. This position is full-time and salaried with typical regular hours at Village Hall from 8:00 am until 4:30 pm. The Accounting Manager performs a variety of highly responsible municipal financing and accounting tasks and requires a professional and approachable demeanor, a high level of attention to detail and the ability to handle sensitive information regarding municipal recordkeeping, billing, and accounting. This position requires the ability to work with minimal supervision, proficiency with electronic accounting and Microsoft Office programs, and a thorough knowledge of generally accepted accounting principles.

Minimum qualifications include a Bachelor's Degree in Accounting or a related field. One to three years of experience in an accounting or finance position is preferred. A Certified Public Accountant designation is preferred. An equivalent combination of education and experience will be considered.

Interested candidates should apply by Friday, February 9, 2018, by submitting a New Baden Application for Employment that can be found on the Village's website at www.newbadenil.com. Submit applications to: Village Administrator Mike Hemmer, 1 East Hanover Street, New Baden, IL 62265 or by email to mhemmer@newbadenil.com. Resumes will be considered only as an attachment to a signed and completed New Baden Application for Employment. EOE.