VILLAGE OF SOMERS

ACCOUNTANT I

The Village of Somers seeks a candidate to fill the position of Accountant I. This is a full-time, non-represented position within the Clerk-Treasurer's Office. The Accountant shall be responsible for assisting in the maintenance of the Village and Town of Somers accounting functions and related financial reporting. This responsibility includes, but is not limited to, Assisting the Finance Manager with financial reporting, financial data processing, budget development, accounts receivable, accounts payable, utility billing, cash reconciliation, internal control and implementation of accounting policy.

Why Join our Community?

The Village is a growing community. Our population will soon be over 10,000. The Village is highly sought after by businesses and residents who want to live and work here. We have and will continue to experience significant business growth, due to our proximity to I-94. We are perfectly located between the City of Kenosha, City of Racine, City of Milwaukee and the City of Chicago. Both General Mitchell and O'Hare airports are within an hour drive of Somers. People seek Somers as an ideal place to live because we have a university, college, and technical college withing 15 minutes of our Village Campus. The Village is home to an abundance of parks, bike trails, Lake Michigan, top quality health care facilities, restaurants, and shopping.

Job duties include but are not limited to:

- Assisting the Accounting Manager with the fiscal operations of the Village and Town of Somers and all its respective funds.
- Assists the Accounting Manager in the Maintenance of requisite journals and ledgers.
- Assists the Village Administrator, Clerk/Treasurer, and Accounting Manager with the planning and development of all Village and Town annual budgets.
- Perform monthly bank reconciliations for all Village and Town bank accounts.
- Maintain records related to the Village & Town Asset and Inventory Control.
- Serves as back-up for Accounts Payable/Receivable, Utility Billing, and Payroll.
- Assists the Village Administrator and Accounting Manager in researching grants and compliance with grant accounting requirements.
- Assists the Accounting Manager in monitoring monthly departmental financial performance.
- Assists Village/Town Clerk/Treasurer with collection and maintenance of Special Assessment database and property taxes.
- Assists the Village/Town Clerk/Treasurer and Accounting Manager in the Coordination with the Auditors of the Village & Town for preparation of the annual reports of the Village & Town Financial Accounts, as well as TID audits if necessary.

Minimum Qualifications:

- Possession of a Bachelor's Degree from an accredited college or university with a major in accounting or equivalent work experience; preferable with an emphasis in governmental accounting.
- Two years of recent accounting experience required.

Salary to commensurate with experience. The Village/Town of Somers offers excellent benefit package including Wisconsin Retirement System, health & dental insurance.

Visit www.somers.org for full job description.

Office hours are 8:00 AM to 4:30 PM with some evening work required.

Send resume with references to: Village of Somers, Attn: Jason J. Peters Village/Town Administrator, PO Box 197, Somers, WI 53171 or email jpeters@somers.org no later than **4:00 March 31st, 2022**

ACCOUNTANT I

GENERAL NATURE OF POSITION

Under general supervision of the Village/Town Clerk/Treasurer, the Accountant shall be responsible for assisting in the maintenance of the Village and Town of Somers accounting functions and related financial reporting. This responsibility includes, but is not limited to, Assisting the Finance Manager with financial reporting, financial data processing, budget development, accounts receivable, accounts payable, utility billing, cash reconciliation, internal control and implementation of accounting policy.

He/She is instrumental in assisting the Village/Town Clerk/Treasurer with the coordination of employee benefits and collection of property taxes. This position shall report on a daily basis to the Village/Town Clerk/Treasurer. This is a full-time, salaried, non-represented exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist the Accounting Manager with the fiscal operations of the Village and Town of Somers and all its respective funds (i.e.: General Fund, Capital Improvement Fund, Water and Sewer Utilities, TIF Districts (1-11), Debt Service Funds, Stormwater Fund).
- Assist the Accounting Manager in the Maintenance of requisite journals and ledgers to high standard necessary to maintain the Village and Town's Utility Funds reporting functions and the corresponding reimbursement programs applicable under state and federal standards.
- Assist the Village Administrator, Clerk/Treasurer, and Accounting Manager with the planning and development of all Village and Town annual budgets.
- May be assigned duties to research funding or funds for special projects, studies, programs, services, or operations necessary to fill the needs of the Village or Town and the Village Utility Districts.
- Assist in preparation of Annual State Form C, PSC Report and all financial cycle reporting both internal and external.
- Perform monthly bank reconciliations for all Village and Town bank accounts.
- Serves as back-up for Payroll.
- Serves as back-up for Utility Billing.
- Assist with preparation of all Village/Town employees W-2 information as well as issuing and reconciling 1099 information.
- Maintain records related to the Village & Town Asset and Inventory Control.
- Serves as back-up for Accounts Payable/Receivable.
- Assist the Village Administrator and Accounting Manager in researching grants and compliance with grant accounting requirements.
- Assist the Accounting Manager in monitoring monthly departmental financial performance.
- Assist Village/Town Clerk/Treasurer with collection and maintenance of Special Assessment database.
- Assist Village/Town Clerk/Treasurer with the collection of property taxes.
- Assist Village/Town Clerk/Treasurer with the coordination of employee benefits.
- Assist the Village/Town Clerk/Treasurer and Accounting Manager in the Coordination with the Auditors of the Village & Town for preparation of the annual report of the Village & Town Financial Accounts, as well as TID audits if necessary.
- Complete tasks as assigned by Village/Town Clerk / Treasurer and Village/Town Administrator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Possession of a Bachelor's Degree from an accredited college or university with a major in accounting or equivalent work experience; preferable with an emphasis in governmental accounting.
- Two years of recent accounting experience required.
- Completion of Municipal Treasurer's Institute within three years of employment.

SKILLS AND ABILITIES:

- Comprehensive knowledge of accounting principles, functions, and terminology.
- Governmental Accounting Principles are a plus but not mandatory.
- Working knowledge of BS and A Software a plus.
- Demonstrated computer skills.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Intermediate (or above) skill level in excel spreadsheets.
- Demonstrated general ledger management experience.
- Utilities financial accounting knowledge desired.
- Payroll processing experience desired.
- Ability to establish and maintain satisfactory working relationship with other employees, the public and elected officials.
- Ability to exercise sound judgment and discretion in applying and interpreting policies, rules, and regulations.
- Ability to evaluate alternatives and their effectiveness and present results to Village Officials with implementation of changes as directed by the same.
- Demonstrated problem solving skills.
- Good communication skills, verbal and written.
- Committed to continuous professional improvement.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability, to sit for extended periods of time while viewing and working on a computer.
- Ability to access department files.
- Ability to enter and retrieve information from computers.
- Ability to retrieve files from storage vault.
- Ability to lift 50lbs.

WORK SCHEDULE: This position is located at Village/Town Hall in Somers with office hours from 8:00 AM to 4:30 PM. Will be required to attend Village Meetings upon request.