

**Village of Rochester
Position Description**

- Position Title:** Office/Accounting Manager
- Reports to:** Village Manager
- Supervises:** Administrative Assistant and Office Assistant I reports to this position

Summary of Duties

Under general direction, supervises and performs a variety of clerical functions in conjunction with utility records and billings, maintains financial accounts and records and performs clerical duties regarding village operations.

Specific Duties

1. Manages and directs general office operations for the village and serves as financial accountant for the village.
2. Supervises calculation of water usage and entry into computer, supervises and receives payments, deposits payments in proper village accounts and maintains accounting ledgers and journals for the village.
3. Maintain financial general journals and ledgers for motor fuel tax receipts and expenditures, village utility taxes, Fair Share Assessment Fees, property taxes, utility infrastructure maintenance fees, police fines and building permit fees. Receives and process bills for payment with approval of the village board, writes checks and reconciles financial discrepancies and prepares financial reports.
4. Calculate and prepares federal and state payroll reports.
5. Composes and types letters, memoranda and ordinances, supervise and maintains files and records for village and trustees.
6. Greets public and answers telephone to provide information on utility accounts, and village activities.
7. Supervises preparation of meeting agenda, set meeting rooms, and preparation of bill packets for trustee signatures.
8. Maintain ordinance and minute files, maintain village code and publish/circulate ordinances.
9. Prepares and assembles annual budget document with information from president, trustees and department directors.
10. Maintains personnel manual, monitor deferred compensation program for the village employees, serves as Illinois Municipal Retirement Fund contact, manages village health insurance plan.

11. Manages biennial local election requirements for the village.
12. Performs other related duties as required or assigned that are reasonably within the scope of the above duties.

Desirable Education and Experience

Education:

Requires knowledge, skill and mental development equivalent to completion two years of college preferably with some courses in accounting and bookkeeping or a comparable level of education, training and experience.

Experience

Requires two years of clerical or accounting experience.

Essential

Requires advanced knowledge of clerical/office methods, practices and procedures

Requires working knowledge of financial accounting procedures such as ledger reconciliation, maintenance, and adjustments

Requires working knowledge of computer operations and functions preferably with experience in Microsoft Office Software.

Requires working knowledge of village permit procedures and ordinances

Requires a working knowledge of business English

Requires ability to perform routine mathematical calculations and maintain financial records.

Requires ability to prepare and maintain utility records and prepare reports.

Requires ability to deal effectively with water and sewer customers

Requires ability to follow verbal and written instructions.

Preferred

Requires elementary knowledge of supervisory principles and practices

Requires ability to establish and maintain a working relationship with village personnel and public.

Requires ability to read maps and interpret basic technical data.