

# Financial Services Coordinator

The Village of Dwight is now accepting applications for a **Financial Services Coordinator**.

Under direct supervision of the Village Administrator, the successful candidate will be responsible for processing payroll, preparing monthly financial reports, reconciling bank statements, accounts receivable, accounts payable, and employee benefits, assisting with the annual budget, and preparing financial analyses as directed. This position requires contact with employees, vendors, and the public.

## **Salary Range:**

The salary range for this position is \$59,000 to \$65,000 annually, plus free employee insurance and enrollment into IMRF (Illinois Municipal Retirement Fund).

## **Education and Experience**

- Completion of an associate degree in accounting or equivalent.
- Four (4) years of accounting, bookkeeping, payroll, or related experience; “experience” is defined as paid, full-time employment.
- Six (6) years of related, professional work experience may substitute for the education requirement.
- Knowledge of accounting principles and practices and the analysis and reporting of financial data.
- Knowledge of principles and procedures for personnel policies and procedures and compensation and benefits as it relates to payroll.
- Knowledge of business English, punctuation, spelling, office practices and procedures, and operation of standard office equipment.
- Strong attention to detail.
- Ability to maintain strict confidentiality of secure information.

## **Essential Duties and Responsibilities**

### **Payroll**

- Administer all aspects of payroll; distributing paychecks; maintain payroll files.
- Prepares and submits appropriate semi-monthly and monthly reports with State, Federal and other organizations, such as Illinois Municipal Retirement Fund, Illinois Department of Employment Security, State of Illinois, and the Internal Revenue Service.
- Prepares and submits appropriate quarterly and annual reports in compliance with State and Federal requirements, such as Form 941, and W-2's.
- Other related duties as requested.

## **Accounts Payable**

- Reviews, sorts, and matches invoices and checks requests, ensuring proper approval prior to payment.
- Sets invoices up for payment via checks, ACHs and wires.
- Enters accounting data into LOCIS system.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Monitors accounts to ensure payments are up to date.
- Researches and corrects invoice discrepancies.
- Maintains files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Corresponds with vendors and responds to inquiries.
- Responsible for resolving all discrepancies & vendor reconciliation statements.
- Reconciles credit cards and bank activity.
- Reconciles health, dental, and life insurance payments.
- Responsible for timely review and approval of expense reports
- Audits all expense reports against the travel policy and process for reimbursements through payroll.
- Meet deadlines for month-end closing.
- Other related duties as requested.

## **Benefits**

- Administering various employee benefits programs, such as group health, dental and vision, life insurance, and retirement benefits.
- Distributing all benefits enrollment materials and determining eligibility, enrolls employees with carriers, and processing life-status changes.
- Reviewing and approving employee benefits changes and preparing documents for processing through payroll.
- Maintains records relating to non-insurance employee benefits for all personnel, including the use of sick days, personal leave days, and vacation days for all employee classifications.
- Coordinating workers' compensation claims with third-party administrator.
- Responding to benefits inquiries from managers and employees on plan provisions, benefits enrollment, status changes and other general inquiries.
- Processing leave-of-absence requests and disability paperwork, including medical, personal, and FMLA.
- Verifying the calculation of the monthly premium statements for all group insurance policies and maintaining statistical data relative to premiums, claims and costs.

- Resolves administrative problems with the carrier representatives.
- Reviews and responds to unemployment claims with appropriate documentation.
- Reviews monthly unemployment statements.
- Ensuring distribution of required employee notices
- Coordinating the open enrollment period to include the design and preparation of benefit material and literature, organizing, maintaining, and updating benefits records.
- IMRF Web Assistant
- Other related duties as requested.

Interested applicants should submit a completed resume, cover letter, and contact information for three professional references by **Thursday, April 6th**. However, applications will continue to be accepted and considered until the position is filled.

Applications may be returned to the Village Administrator, Village of Dwight 209 S. Prairie Ave., Dwight, IL. 60420 or by e-mail to [clivingston@dwightillinois.com](mailto:clivingston@dwightillinois.com).