

VILLAGE OF POPLAR GROVE
VILLAGE TREASURER
Full-Time

POSITION DESCRIPTION:

The Village of Poplar Grove is seeking a qualified full-time Village Treasurer. This role is appointed by the Village President and confirmed by the Board of Trustees. The Board of Trustees is made up of six (6) trustees.

The Village Treasurer acts as the financial steward of the Village to insure ethical and responsible safekeeping of Village assets and the integrity of the financial information required for effective decision making by the governing body.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Month-end procedures and bank reconciliations.
2. Maintain and update annual list of assets.
3. Maintain accounting records.
4. Debt and investment management and make recommendations accordingly.
5. Prepare, file, and publish the annual treasurer's report in compliance.
6. Assist with budget creation, financial forecasting, tax levy ordinance, appropriations ordinances, as needed.
7. Escrow account maintenance.
8. Assistance with annual audit and preparation and internal controls.
9. Payroll processing which includes W2 processing, all associated state and federal tax reporting, annual 1099 processing, workman comp quarterly audits, and associated remittances.
10. IMRF benefit processing and remittance.
11. Prepare monthly reports and attend Village Board meetings.
12. Ability to prepare and present informative financial statements, reports and analysis to the Village Board.
13. Grant finance administration and fiscal compliance reporting.
14. Any other assigned duties.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. Qualified candidates must have a bachelor's degree in accounting or finance or related work experience.
2. Further technical certifications or CPA preferred.
3. Possess strong computer skills, ability to keep records, carry out written and oral instruction.
4. Exhibit strong communication skills.
5. Prior governmental accounting experience preferred.

6. Demonstrate integrity, attention to details, enjoy a team atmosphere, be approachable, and creative thinker.
7. Committed to learning, engagement, and innovation.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.