

The Village of Gilberts, Illinois Finance Director Position

The Village of Gilberts seeks a Finance Director. Job duties include annual budgeting, general ledger, accounts payable and payroll, monthly account and bank reconciliations, annual audits. Incumbent also directs manages utility billing, and prepares the monthly treasurer's report, insurance, and assists in HR-related duties.

Qualified candidates will have a Bachelor's degree in Accounting, Finance, or related field, working knowledge of accounting principles and practices, understanding of payroll rules and regulations including quarterly and annual reporting. Three to five years of progressively responsible accounting experience, preferably in local government. Candidates should possess knowledge of Microsoft Office applications, excellent organizational skills, strong written and verbal communication skills and attention to detail. BS&A software experience is a plus.

The Village of Gilberts offers an excellent benefits package with a starting salary range of \$75K to \$85K DOQ. Resumes with a cover letter may be mailed to Gilberts Village Hall, ATTN: Village Clerk, 87 Galligan Road, Gilberts IL 60136, or emailed to info@villageofgilberts.com. Position opened until filled, however the first review of applications will be conducted at 9:00 am on June 1, 2018. Please visit www.villageofgilberts.com for the complete job description.