



## **Village of Wayne**

### **Accounting Manager – Finance Department**

**Location: Village of Wayne**

**Department: Finance**

**Job Status: Part-Time**

**Pay Range: \$25.00 - \$30.00 per hour**

The Village of Wayne is looking for qualified applicants to fill a part-time Accounting Manager position in its Finance Department. This role is responsible for overseeing all accounts, ledgers, and reporting systems to ensure accurate and timely financial reporting within the Finance Department, as well as supporting the Treasurer and Village Administrator by performing financial tasks and fulfilling operational responsibilities for the effective administration of the Finance Department. The Accounting Manager will report directly to the Village Administrator and receive guidance from the Village Treasurer.

This position offers an hourly wage between \$25.00 and \$30.00 and is classified as part-time and non-exempt. The Village provides paid holidays, as well as vacation, and sick leave. You can expect to work approximately 16 to 20 hours per week, typically Monday through Friday and between the hours of 8:00 a.m. to 4:30 p.m., though the schedule may be adjusted with the supervisor's approval.

The duties listed below are standard for this position; however, they should not be considered exhaustive or exclusive. Additional responsibilities may be assigned as necessary.

- Handles all aspects of accounts payable, including reviewing purchase approvals, invoices, and supporting documentation for accuracy and compliance with Village policies; performing data entry; preparing payments by check or electronically; compiling bi-monthly directives; maintaining payment accuracy through various reports; creating and filing payment packets; preparing bank transaction documentation; date-stamping invoices; maintaining payment status records; copying invoices; reconciling data.
- Interacts with employees, trustees, and vendors as necessary to resolve any issues or discrepancies with documentation and/or payment activity.
- Handles routine telephone inquiries and email correspondence regarding matters related to the Village's finance department, including assistance in the preparation and response of FOIA requests.
- Assist the Treasurer managing treasury operations and cash management functions.
- Support the Treasurer by preparing monthly financial statements and disbursement reports for Village Board review and approval.
- Administration, preparation, and processing of employee benefit time and payroll utilizing the Village's online payroll processing service.
- Work with both the Treasurer and the Village Administrator to help prepare the annual Village budget.
- Assist during the annual audit process and contribute to the preparation of the annual Appropriation Ordinance and other required reports and filings.

The successful candidate should possess experience in accounting or finance, with involvement in municipal accounting considered an asset. Five (5)+ years of office and customer service experience, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Experience in Quickbooks is highly preferred. Knowledge and experience working with the Microsoft Office Suite, (Excel, Word, PowerPoint) is required.

This position will remain open until it is filled. Interested candidates are invited to request a Village employment application by contacting [T.Roberts@villageofwayne.org](mailto:T.Roberts@villageofwayne.org). Please submit completed applications to [T.Roberts@villageofwayne.org](mailto:T.Roberts@villageofwayne.org) or deliver them in person to the Village of Wayne at 5N430 Railroad St, Wayne, IL 60184. Submission of a resume and cover letter is encouraged but not mandatory.

*The Village of Wayne is an Equal Opportunity Employer.*