

JOB POSTING

FINANCIAL ANALYST

The Village of North Riverside is seeking qualified candidates for the full time position of Financial Analyst. This position reports directly to the Finance Director and is an entry level accounting position providing bookkeeping and administrative support to residents and members of the public.

DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to, the following:

- Administer billing accounts for public utilities, business licenses and inspections, multi-family fire inspections and senior/disabled snow and handyman programs
- Analyze water usage data and prepare monthly utility billings and reports
- Identify and investigate unusual water consumption activity and usage
- Oversee all accounts receivables and miscellaneous billings
- Monitor and coordinate collection activity of all open billings
- Communicate with customers regarding billing adjustments and service issues
- Maintain business databases and billing records
- Provide administrative and data entry support for the Administrative and Financial Services Department

QUALIFICATIONS:

- Minimum of high school diploma or equivalent
- Basic bookkeeping or entry level accounting experience preferred
- Minimum of four (4) years experience in an office environment
- Proficient in Microsoft Suite
- Notary public required within six months of hire

Interested candidates must possess excellent written and verbal communication skills, portray strong analytical reasoning and have extensive customer service experience in conflict resolution and management.

Any offer of employment is contingent upon the successful completion of a background check and drug test.

COMPENSATION AND BENEFITS:

The Village of North Riverside offers a competitive salary and benefit package. Starting salary is contingent upon qualifications. Position Salary: \$40,000 - \$70,000

TO APPLY:

Interested candidates must submit a completed application and resume to: The Village of North Riverside, Finance Director, 2401 S. Desplaines Avenue, North Riverside, IL 60546 or by email to administration@northriverside-il.org.

The Village of North Riverside is an Equal Opportunity Employer.

APPLICATION DEADLINE:

December 31, 2019 or open until position filled