



Cicero School District 99

Job Title: Junior Accountant

Reports To: Manager of Business Affairs or designee

Position Summary: Assist the Manager of Business Affairs, District Accountant, Payroll Manager and Accounts Payable Manager with the various accounting and internal control functions.

Qualifications & Requirements:

An ideal Jr. Accountant candidate must hold a Bachelor's degree in Accounting, Finance, or Business, with 3–5+ years of experience, with at least one year of experience in an accounting department. They require experience with both payroll and accounts payable processes and procedures, as well as using guidelines of the Illinois Program Accounting Manual (IPAM).

Duties & Responsibilities:

- Reconcile various general ledger accounts
- Reconciles Payroll and reporting bi- weekly, monthly and quarterly to assure accuracy
- Run financial queries
- Monitors internal construction projects
- Reconcile School Activity Account and posts Monthly journal entries
- Primary responsible for unclaimed property processing and submission to the State
- Monitors contracts over \$25,000 and minority and women owned contracts
- Run monthly, quarterly, calendar and fiscal year end financial reports
- Assist with reconciliation of insurance accounts
- Cooperate and assist with all state or federal and independent district auditors with fixed assets, state homeless reports and compliance visits
- Assist central office staff with accounting procedures as necessary for grant or other fiscal record keeping
- Provides training and assistance with the IVision software, creates and updates training manuals
- Serves as backup for payroll processing and bookkeeping
- Serves as backup for accounts payable processing and bookkeeping
- Performs payroll and Accounts Payable Audits
- Back-up to various business office functions
- Performs such other duties as may be assigned

Supervisory Responsibilities: None

Working Environment: The position is performed in an environment with minimal temperature variation and is generally hazard-free.

Physical requirements: Regularly required to sit, stand, walk, speak, hear, operate a computer and other office equipment, and use hands and arms to reach, handle, or manipulate objects. Must occasionally lift and/or move up to 25 pounds.

Terms of Employment:

Hours: 7:30am -4:00pm
Work Year: 12 Months (School Year)
Compensation: Starting at \$61,800 (Salary Commensurate with Experience and Education)
Benefits: [Benefits Information](#)
Board Policy: [Board Policy](#)
Union Affiliation: None