



Cicero School District #99

Job Title: *Junior Accountant*

Reports To: *Manager of Business Affairs*

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

- Bachelor's degree in accounting, finance or business
- 3-5 years experience in a business setting preferred
- Minimum of 1 year experience in an accounting role
- Experience in using guidelines of the Illinois Program Accounting Manual (IPAM)
- Experience with payroll and accounts payable

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

N/A

Working conditions

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing.

Terms of Employment

Start Date:

Hours: 7:30am – 4:00 pm

Work Year: 12 month

Compensation: As per schedule

Union Affiliation: Non Union

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.