

# Employment Opportunity



## Accountant

Job Code: 7183

Posted from June 14, 2019  
Applications accepted until position is filled

### **Position Information**

**Division/Department:** Business Administration, Finance Department, Wheaton  
**Schedule:** Full-Time, 37.5 hours per week, Monday-Friday  
**Grade:** 114 **Salary Range:** Based on Qualifications & Experience

### **Responsibilities include:**

- Maintains fiscal records through the application of professional accounting principles and methods
- Maintains and reconciles funds allocated and disbursed
- Performs grant accounting functions including billing, reconciliation, reporting and grant close outs
- Reconciles cash balances for grants
- Maintains fiscal records and documents for auditors
- Verifies accuracy of computer reports
- Maintains ledger
- Establishes and maintains cost accounting systems
- Performs high level analytical exercises
- Provides fiscal support for all levels of the management team
- Assists in preparation of the annual budget
- Assists with the preparation of special accounting reports
- Participates in emergency response activities as assigned

### **Requirements include:**

Completion of a Bachelor's degree in Accounting and three years of accounting experience, including some experience in government accounting; or an equivalent combination of training and experience.

CPA certification is desired, but not required.

### **Interested applicants should submit a resume and completed application to:**

**Mailing Address:** DuPage County Health Department, Attn: Human Resources  
111 N. County Farm Road, Wheaton, Illinois 60187  
(Applications may be found @ [www.dupagehealth.org](http://www.dupagehealth.org) or at the address noted above)

**E-mail address:** [hr@dupagehealth.org](mailto:hr@dupagehealth.org) **Fax:** (630) 510-5481

### **Contact:**

**Human Resources:** Chauncey Armstrong **Phone:** (630) 221-7555

**The DuPage County Health Department is an Equal Opportunity Employer**