



Accounting Specialist

Finance Department | Full-Time Position

Make an Impact Where It Matters

The Village of Lake Villa (pop. 8,471) is seeking a highly motivated, detail-oriented, and skilled professional to serve as an Accounting Specialist. This full-time position offers an opportunity to play a vital role in the financial operations of a growing, forward-thinking municipal organization while working in a scenic, historic lakefront community known for its strong sense of pride and public service.

This is an ideal position for a finance or accounting professional who values accuracy, integrity, and public service, and who wants to be part of a collaborative team supporting meaningful community investment.

Why Lake Villa?

Located in northwestern Lake County at the gateway to the Chain of Lakes region, Lake Villa blends small-town character with momentum and vision. The Village is actively advancing initiatives that strengthen its financial foundation and long-term sustainability, including:

- Strategic capital planning and infrastructure reinvestment
- Downtown and historic redevelopment projects
- Residential and economic growth initiatives
- Modernization of financial systems and internal operations

As an Accounting Specialist, you'll support the financial backbone that makes these initiatives possible.

About the Role

Reporting to the Finance Director, the Accounting Specialist performs specialized accounting, payroll support, and administrative duties essential to the Village's day-to-day financial operations.

This role is ideal for someone who thrives on organization, values precision, and enjoys working across departments to keep systems running smoothly. The position requires discretion, independent judgment, and a strong understanding of accounting fundamentals, particularly in a public-sector environment.

Key Responsibilities

- Process accounts payable, including invoice entry, coding, approvals, and payment preparation

- Maintain vendor records, respond to inquiries, and prepare annual 1099 filings
- Prepare and post journal entries and assist with general ledger maintenance
- Perform monthly bank reconciliations and resolve discrepancies
- Maintain fixed asset and insurance property records
- Prepare bi-weekly Treasurer's Reports and other recurring financial reports
- Provide payroll support, including compliance reporting and year-end W-2 processing
- Perform monthly benefits reconciliations (insurance, retirement, payroll deductions)
- Assist with routine human resources administrative functions, including onboarding and personnel file maintenance
- Prepare documentation and provide support for annual audits
- Provide accounting and administrative support to the Finance Director and other departments as needed

What We're Looking For

The ideal candidate is reliable, detail-oriented, and committed to public service, with the ability to manage multiple priorities while maintaining accuracy and confidentiality.

Required Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- One (1) to three (3) years of experience in accounting, payroll, or financial administration preferred
- Strong working knowledge of general accounting principles
- Proficiency in Microsoft Excel and accounting/financial software systems
- Excellent organizational skills and attention to detail
- Ability to work independently, meet deadlines, and manage routine and recurring tasks
- Strong written and verbal communication skills
- Ability to maintain confidentiality of financial and personnel information

Preferred Experience

- Experience in municipal or public-sector finance
- Familiarity with payroll, benefits administration, and audit support

Compensation and Benefits

The anticipated starting range for the position is \$60,000 – \$65,000 DOQ. In addition to compensation, the Village offers an excellent benefits package with participation in the Illinois Municipal Retirement Fund (IMRF); medical, dental, and life insurance; paid holidays; and paid vacation, sick, and personal leave. Optional deferred compensation and supplemental life insurance plans available.

How to Apply

Interested candidates should submit a cover letter, resume, and contact information for at least five professional references to the Village of Lake Villa:

Village of Lake Villa – Human Resources

65 Cedar Avenue, Lake Villa, IL 60046

Email: **hr@lake-villa.org**

First review of applications will take place on March 1, 2026.

The Village of Lake Villa is an Equal Opportunity Employer