



# City of Pekin

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Human Resources Department

## Job Posting

Assistant Finance Director

Monday-Friday 8:00 -5:00 p.m

Full Time Exempt

The City of Pekin is accepting resumes and applications for an experienced accountant, preferably with municipal accounting service to serve as the primary accountant for daily transaction confirmations and daily general ledger reconciliations. See full job description for more detailed list of job duties. Position has a salary range of 55,822- 65,673 DOQ, has a residency requirement within 10 mile radius of City of Pekin corporate City limits within one year and reports to the Finance Director. Benefits include 10 paid holidays, accrue one sick day per month, and vacation as well as group health, vision, dental and life insurance.

*Must have a bachelor's in Accounting and a minimum of three Years accounting experience. Municipal accounting preferred.*

If you are interested in applying for this exempt, non-union position, please complete the City of Pekin employment application form with signature and send a cover letter and resume to the Sarah Newcomb, Human Resources Director, 111 S. Capitol St. Pekin IL 61554 or email to [sjnewcomb@ci.pekin.il.us](mailto:sjnewcomb@ci.pekin.il.us) by December 31, 2018. Position is open until filled. First review of applications will be January 2, 2019

## City of Pekin Position Description

**Name:** Department: Finance  
**Position Title:** Assistant Finance Director **Pay Grade:** 11 55,822– 65,673 **FLSA:** N  
**Date:** November 27, 2018 **Reports To:** Finance Director

### **Purpose of Position**

The purpose of this position is to assist in maintaining accuracy of the City's financial records.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Verifies and maintains the accuracy of the City's financial records and books.

Performs end of month and fiscal year end general ledger process

Assists with the budget process; assists Department heads in planning for their budgets; attends budget meetings

Supervises the accounting functions of the Accounts Payable Clerk

Supervises the City's Accounts Receivable Program

Checks accuracy of month end reports and makes any needed corrections

Reviews and approves all documentation related to city disbursements

Processes bi-weekly, monthly, yearly payroll functions

Completes various surveys and requests for information from state and local agencies

Provides data and assists auditor with annual audit process

Responsible for all bank reconciliations

Supervises the Utility Billing Function

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Serves on various committees, attends meetings in lieu of Finance Director

Other duties as assigned

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Accounting, minimum three years accounting experience, municipal/governmental accounting preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as worker compensation claims, insurance forms, invoices, bank statements, ordinances, journal entries, balance sheets, expense/revenue reports, lists, tax forms, IRS manuals, payroll reports, general ledger manuals, computer software operating manual, correspondence and general operating manuals.

Ability to communicate orally and in writing with City employees, vendor representatives, insurance company representatives and computer consultants.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret intermediate level descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

### **Physical Requirements**

Ability to operate a variety of office equipment including computer, telephone, fax machine, calculator/adding machine and photocopier as well as other general office equipment.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

### **Environmental Adaptability**

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses little risk of injury.

The City of Pekin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signature below acknowledges understanding and comprehension of the full job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
City of Pekin Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Remit Application To:
City of Pekin, Human Resources,
111 S Capitol St, Pekin, IL 61554

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Please Print
Name Last First Middle Social Security # - -
Address Street City State Zip Code
Telephone # ( ) - Mobile/Beeper/Other Phone # ( ) - E-mail Address
Position(s) applied for Date of Application / /

Referral Source (Please check the appropriate category and name the source.)
Walk-in School
Employee Job Fair
Advertisement Staffing Agency
Company's Website Government
Other Internet Employment Agency
Other

If necessary, best time to call you at home is : AM
May we contact you at work? Yes No
If yes, work number and best time to call: ( ) - : AM
If you are under 18 and it is required, can you furnish a work permit? Yes No
If no, please explain:
Have you submitted an application here before? Yes No
If yes, give date(s) and position(s):
Have you ever been employed here before? Yes No
If yes, give dates: From / / To / /
Are you legally eligible for employment in this country? Yes No
Date available for work / /
What is your desired salary range or hourly rate of pay?
Type of employment desired: Full-Time Part-Time Educational Co-Op Seasonal Temporary
Will you relocate if job requires it? Yes No
Will you travel if job requires it? Yes No
If they have been explained to you, are you able to meet the attendance requirements of the position? Yes No
Will you work overtime if required? Yes No
If no, please explain:

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.
Yes No Need more information about the job's "essential functions" to respond
Driver's license number required if driving may be required in the job for which you are applying: State
Have you ever been bonded? Yes No
If yes, please provide date(s) and details:
Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for our company? Yes No
AN EQUAL OPPORTUNITY EMPLOYER

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # ( ) -	Dates employed: Month / Year To Month / Year
Street Address	City State	<b>Compensation (Starting)</b>
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
Why did you leave?		<b>Compensation (Final)</b>
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
		Commission/Bonus/Other Compensation \$
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were the things you liked least about the position?		

Employer	Telephone # ( ) -	Dates employed: Month / Year To Month / Year
Street Address	City State	<b>Compensation (Starting)</b>
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
Why did you leave?		<b>Compensation (Final)</b>
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
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Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
Why did you leave?		<b>Compensation (Final)</b>
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
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Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were the things you liked least about the position?		

Employer	Telephone # ( ) -	Dates employed: Month / Year To Month / Year
Street Address	City State	<b>Compensation (Starting)</b>
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
Why did you leave?		<b>Compensation (Final)</b>
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
		Commission/Bonus/Other Compensation \$
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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If not addressed on previous page, have you ever been fired or asked to resign from a job?.....  Yes  No

If **yes**, please explain:

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## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

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**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____ Years: _____	<input type="checkbox"/> Internet _____ Years: _____
<input type="checkbox"/> Spreadsheet _____ Years: _____	<input type="checkbox"/> Other _____ Years: _____
<input type="checkbox"/> Presentation _____ Years: _____	<input type="checkbox"/> Other _____ Years: _____
<input type="checkbox"/> E-mail _____ Years: _____	<input type="checkbox"/> Other _____ Years: _____

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors.

If not applicable, list three school or personal references who are *not* related to you

Name	Title	Relationship To You	Telephone	Number of Years Known
			( ) -	
			( ) -	
			( ) -	

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes  No  Not Applicable

If yes, please explain:

Is there any other job-related information you want us to know about you?

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**The City of Pekin does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable federal, state or local law. The City of Pekin likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials and any other words or conduct that demean, stigmatize, intimidate or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, co-worker, subordinate or non-employee (such as a vendor or customer). The City of Pekin takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_