



**Nancy J. Boose, SHRM-SCP**  
Human Resources Director  
County Board Vermilion County

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## **NOTICE OF JOB VACANCY**

**DATE:** May 10, 2024

**POSITION:** *Bookkeeper*

**TERMS OF EMPLOYMENT:** Full-time

**BARGAINING UNIT:** Excluded

**BASIC FUNCTION:** Directly responsible to the Dept of Animal Regulation Director for recording and maintenance of accurate financial data for the department. Performs responsible managerial duties in the administration of payroll, accounts payable, accounts receivable, preparing daily deposits and budget reconciliations.

**DESIRED REQUIREMENTS:** Requires Associate Degree in accounting or business related field with an accounting emphasis; prefer five years plus of professional work experience with 2 years of experience in accounting; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

**STARTING SALARY:** \$39,000

**APPLICATION PERIODS:** May 10-16, 2024 (Internal)  
May 17, 2024 until position is filled (External)

**METHOD OF APPLICATION:** Send resume and application or apply in person to:

Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)  
EEO Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)

AA/EEO

## Position Classification Description

Full Time Bookkeeper  
Dept. of Animal Regulation

### **Distinguishing Features of Work:**

Under the general supervision of the department director, responsible for the recording and maintenance of accurate financial data for the department. Performs responsible managerial duties in the administration of payroll, accounts payable, accounts receivable, preparing daily deposits, and budget reconciliations for the department, as well as development and administration of department fiscal policies, programs and goals.

### **Illustrative Examples of Work:**

- A. Maintain confidentiality and highest degree of integrity with respect to every transaction.
- B. Maintain and modernize systems to increase efficiency and effectiveness, including reconciliation, accounting, budgeting, banking, cash flow, and reporting processes.
- C. Timely and accurate accounting transactions (debits and credits) input into online accounting software including grant revenue, donations, payroll transactions, credit card transactions, and vendor payments.
- D. Monitor budget status, cash flow, and income/expense projections and provide reports to the Director to ensure organizational financial health and liquidity.
- E. Payroll processing, reconciling, and reporting.
- F. Prepare checks, payments, and daily bank deposits.
- G. Provide quarterly budgets/actuals to director for monitoring purposes.
- H. Train staff on payroll, and purchasing policies and procedures.
- I. Assist with financial audits.
- J. Serve as point of contact with vendors as well as maintain vendor information, including W-9's, as needed. Update and maintain authorized vendor list.
- K. Maintain complete filing system to support financial records.
- L. Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- M. Work with county finance team to ensure accuracy with accounting.
- N. Required to attend staff meetings, trainings, and board meetings, as required.
- O. Daily, read communications via email.
- P. Adhere to all safety, training, handling, and transportation protocols to ensure that the shelter environment is safe for animals, the public, volunteers, and other employees.
- Q. Maintain a clean and orderly work area.
- R. Ability to communicate with donors, the public, volunteers, and coworkers in a pleasant, courteous, and tactful manner.
- S. Promote a humane and caring attitude toward all animals.
- T. Other duties or projects as assigned by Shelter Supervisor, Adoption Manager or Director.

**DESIRABLE REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Daily attendance is an essential function of this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Knowledge of Microsoft Office, PetPoint Database, Newsworld Accounting, GovPay, Outlook
- B. Must have good organizational and communication skills and the ability to prioritize work.
- C. Ability to provide excellent customer service and hospitality skills including a desire to help citizens regardless of their circumstance.
- D. Ability to work independently and with minimal supervision.
- E. Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace.

**EDUCATION and/or EXPERIENCE**

- A. Requires graduation from high school or GED and a two-year college degree (4 year preferred) in accounting, and/or economics/business with an accounting emphasis. Qualifying work experience will be considered as an alternative.
- B. 5+ years of professional work experience
- C. 2+ years of work experience in accounting/bookkeeping

**LANGUAGE SKILLS**

Ability to read and interpret general business periodicals, professional journals, procedure manuals. Ability to write reports and complete record forms. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include peripheral vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to loud.

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In accordance with the Vermillion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.

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Date

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Director, Vermillion County Animal Shelter