

Village of Belleville, Wisconsin
Employment Opportunity
Senior Accountant

Village of Belleville Employment Opportunity

Senior Accountant Position

The Village of Belleville, population of 2,500, is seeking to fill the full-time position of Senior Accountant. Located 30 minutes from downtown Madison, and 10 minutes from Verona, Belleville is a growing community situated in both Dane and Green Counties.

The Senior Accountant performs essential accounting functions and is responsible for maintaining financial procedures and compliance with general accounting principles. Specific duties include accounts payables and receivables, processing tax receipts and other payments, reconciling monthly bank accounts, balancing general and utility ledgers, and generating reports. The Senior Accountant will also assist with the review of the tax rolls, work closely with the management team preparing and administering the annual budget, and coordinating the annual financial statements with the auditors.

The Senior Accountant reports to the Village Administrator/Treasurer and performs some supervisory tasks in the organization. Prefer graduation from an accredited college or university with a Bachelor's Degree in Accounting, but must have a minimum completion of an Associate's Degree in Accounting supplemented by other college business courses, training, and experience in an accounting related field.

The base wage for the Senior Accountant is \$28.00 per hour, dependent on qualifications. Employee benefits include health, dental, and life insurance plans, participation in the WRS retirement program, accrued time off for vacation and personal days, and sick leave.

Applicants may apply for this position by submitting a cover letter, resume, and five professional references to the attention of Jeffrey D. O'Dell, Village Administrator/Treasurer, via email at jodell@villageofbelleville.com. The position will remain open until filled.

The Village of Belleville is an equal opportunity employer.

[Senior Accountant Job Description](#)