



## Staff Accountant II

Village of Roselle

**Contact Name:** Human Resources

**Contact E-mail:** [hr@roselle.il.us](mailto:hr@roselle.il.us)

**Contact Phone:** 630-980-2000

**Closing Date:** 2026-02-27

**Salary:** \$71,940 - \$107,550 DOQ

### Description:

#### DESCRIPTION:

The Village of Roselle, Illinois is seeking a qualified and experienced finance professional to serve as Staff Accountant II. This position performs advanced professional and technical accounting work related to the development, administration, and ongoing maintenance of the Village's accounting processes, procedures, and financial systems.

The Staff Accountant II plays a key role in ensuring the accuracy and integrity of financial records and supports the Finance Department in meeting reporting, auditing, and budgeting requirements. This is a full-time, non-exempt position.

#### KEY RESPONSIBILITIES:

- Perform advanced financial record-keeping, reconciliation, and analysis activities.
- Prepare schedules, reports, and supporting documentation for annual audit.
- Assist with the preparation and monitoring of operating and capital budgets.
- Develop and maintain accounting procedures, internal controls, and documentation.
- Audit, record, and report financial data for multiple funds.
- Ensure compliance with applicable laws, regulations, and accounting standards.
- Provide technical accounting support to Finance staff and other departments.

#### QUALIFICATIONS:

- Bachelor's degree in accounting or related field from an accredited college or university.
- Three (3) to five (5) years of professional finance or accounting experience, or an equivalent combination of education, training, and experience.
- Strong attention to detail, professionalism, confidentiality, and effective communication skills.

#### COMPENSATION & BENEFITS:

- Salary range: \$71,940 - \$107,550
- Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan
- Medical, dental, vision, and life insurance
- Paid vacation, personal/sick leave, and holidays

- Family Care Leave (up to 6 weeks paid leave for qualifying event)
- Tuition reimbursement

**HOW TO APPLY:**

Applications must be submitted online at [www.roselle.il.us/jobs](http://www.roselle.il.us/jobs).

Application Deadline: February 27, 2026, at 5:00 p.m.