



200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplarpark-il.gov>

VILLAGE TREASURER **Full-Time**

POSITION DESCRIPTION:

The Village of Poplar Grove is seeking a qualified full-time Village Treasurer. This role is appointed by the Village President and confirmed by the Board of Trustees. The Board of Trustees is made up of six (6) trustees.

The Village Treasurer acts as the financial steward of the Village to insure ethical and responsible safekeeping of Village assets and the integrity of the financial information required for effective decision making by the governing body.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Month-end procedures and bank reconciliations.
2. Maintain and update annual list of assets.
3. Maintain accounting records.
4. Debt and investment management and make recommendations accordingly.
5. Prepare, file, and publish the annual treasurer's report in compliance.
6. Assist with budget creation, financial forecasting, tax levy ordinance, appropriations ordinances, as needed.
7. Escrow account maintenance.
8. Assistance with annual audit and preparation and internal controls.
9. Payroll processing which includes W2 processing, all associated state and federal tax reporting, annual 1099 processing, workman comp quarterly audits, and associated remittances.
10. IMRF benefit processing and remittance.
11. Prepare monthly reports and attend Village Board meetings.
12. Ability to prepare and present informative financial statements, reports and analysis to the Village Board.
13. Grant finance administration and fiscal compliance reporting.
14. Any other assigned duties.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

Qualified candidates must have a bachelor's degree in accounting or finance or related work experience. Further technical certifications or CPA preferred. Candidate must possess strong computer skills, ability to keep records, carry out written and oral instruction and have strong

communication skills. Prior governmental accounting experience preferred. Candidate should demonstrate integrity, attention to details, enjoy a team atmosphere, be approachable, creative thinker, and committed to learning, engagement, and innovation. Salary ranges from \$75,000-\$90,000.

Interested candidates should apply with a cover letter and resume along with at least two professional references to the Village President, Kristi Richardson, via regular mail to the Village Hall at 200 N. Hill Street, Poplar Grove, IL 61065 or via email to krichardson@villageofpoplargrove.com.

ABOUT POPLAR GROVE

Poplar Grove, IL (Population 5,165). Founded in 1845 and named for its poplar trees, our Village has grown into a thriving community while maintaining its natural beauty. We offer scenic parks, recreation paths, modern neighborhoods, a strong business community, and a local airport. Located at the crossroads of IL-76 and IL-173, alongside the Long Prairie Trail and a rich farming region, our Village enjoys both economic opportunity and easy access to I-90. The Village Board, in partnership with local districts and development agencies, established an Enterprise Zone to support business growth and entrepreneurship. Our K-12 schools also excel academically and athletically, adding to the pride we share in our hometown.