



Village of Bourbonnais
Human Resource Department
600 Main Street NW
Bourbonnais, IL 60914
815-937-3570
Fax 815-937-3467
hr@villageofbourbonnais.com

JOB TITLE: Accounts Payable Specialist/Reception

DEPARTMENT: Finance

CLASSIFICATION: Full-time, Non-Union, and Non-exempt

POSITION SUMMARY

The Accounts Payable Specialist/Reception position is responsible for providing accounting support with a focus on processing accounts payable, ensuring vendor invoices are processed accurately and on time. This role also serves as reception and is the first point of contact for visitors and callers.

SUPERVISION RECEIVED

Works under the supervision of the Finance Director and/or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable Duties

- Receive and keep organized daily invoices from these sources: mail opened by the Finance Department, hand-delivered or emailed receipts from other departments.
- Review and verify accuracy of invoices prior to entering them into the automated Accounts Payable system
- Code invoices to appropriate general ledger accounts, which includes multiple funds
- Enter invoices into accounting software (BS&A) for payment
- Route entered invoices to appropriate department heads for approval
- Match approved purchase orders if applicable and receiving reports to invoices during data entry
- Process check requests from other modules of financial management system, i.e. Building Department escrow refunds, etc.
- Create bi-weekly bill list of all invoices for Finance Committee approval
- Process special check requests for instances of payments made outside normal board approval process
- Prepare and process check runs, make copies to match to invoices, assemble for mailing.
- Mail payments with appropriate payment stubs if applicable
- Prepare and submit EFT files for payment, if applicable.
- File check copies
- Review and reconcile vendor statements to verify payments are complete and assigned to correct accounts, resolve billing discrepancies.
- Handle vendor inquiries
- Maintain accounts payable vendor files and contact information



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- Assist in gathering documentation for the annual audit
- Annual 1099 processing

Receptionist Duties

- Greet and assist visitors in a professional and courteous manner.
- Evaluate, resolve and/or direct customer concerns to appropriate staff member.
- Answer, screen and direct incoming calls; provide general information, take and relay messages as needed.
- Maintain a clean, organized and welcoming reception area.
- Handle incoming and outgoing mail, packages and deliveries.
- Provide general administrative support to staff as needed.
- Perform other duties as required or assigned which are reasonable within the scope of the duties.

DESIRABLE MINIMUM QUALIFICATIONS

Skills and Abilities

- Accounting fundamentals and procedures
- Excellent organizational skills
- Basic office procedures
- Customer service techniques and telephone etiquette
- Excellent communication skills, both verbal and written, with the ability to prepare letters and/or reports
- Grammar, spelling and punctuation
- Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets, and databases
- General knowledge of basic office equipment such as multi-line phone system, copiers, scanners and printers
- Maintain accuracy and strong attention to detail
- Maintain the confidentiality of sensitive materials
- Maintain an organized filing system and file maintenance techniques
- Ability to set priorities, meet critical deadlines, accommodate interruptions, follow written and oral instructions, and handle business activities with discretion and integrity
- Ability to establish effective working relationships with employees, supervisors, board members, and vendors
- Communicate with co-workers, supervisor, the general public, etc, sufficient to exchange or convey information and to receive work direction
- Maintain regular, reliable, and punctual attendance



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Relevant Required Education and Experience

- High school diploma required, associate degree in business, accounting or related field preferred.
- Minimum of two-plus (2+) years of receptionist, administrative or accounts payable experience.
- Proficient in Microsoft Office (Word, Excel, Outlook) and basic accounting software.

General Requirements for Employment

- Must successfully pass a background check
- Must maintain a valid Illinois driver's license
- Must live within 30 miles of the Village within the first 6 months of acceptance of a position with the Village

WORK ENVIRONMENT

Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and a personal computer. The noise level in the work environment is usually moderately quiet. May be required to deal with upset customers.

Resumes should be submitted to:

The Village of Bourbonnais offers a competitive benefits package, including health and dental insurance, IMRF pension participation and is an Equal Opportunity Employer. The salary range of this position is negotiable depending on qualifications, within the budgetary range of \$44,000-47,000 annually.

Interested candidates should send a resume
and three references electronically to:

OR

mailed/dropped off to:

Human Resource Manager
Village of Bourbonnais
HR@villageofbourbonnais.com

HR Manager
Village of Bourbonnais
600 Main St NW
Bourbonnais, IL 60914

Resumes must be received by end of business Friday, September 12, 2025 or until position is filled.