NOTICE OF EMPLOYMENT OPPORTUNITY

Title of Job: Senior Staff Accountant
Location: Chicago
Department: Finance
Reports To: Controller
Position Type: Full-time
FLSA: Exempt

JOB OVERVIEW:

The **Senior Accountant** is responsible for maintaining the general ledger of assigned account(s) under the direction of the Assistant Controller. This role performs a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analysis of the facility.

KEY RESPONSIBILITIES:

- Perform monthly close duties, including preparing and reviewing journal entries, ensuring steps in the close timeline are completed by due dates, reviewing financial statements and preparing related analysis, identifying areas requiring follow up and carrying out such follow up within a short timeframe.

- Responsible for the preparation of general ledger account reconciliations and identifying and resolving reconciling items in a timely manner. Analyzing financial data and documenting the nature and propriety of balances to ensure the accuracy of accounting records by assigned monthly due dates.

- Continually reviews processes to identify opportunities for improvements in effectiveness and/or efficiency. Proposes and implements improvements to documentation and processes.

- Utilizes JD Edwards accounting and other systems to facilitate analyses and problem solving.

- Analyzes integrity reports related to assigned accounts and resolves any exception items.

- Develop appropriate knowledge of the terms and conditions of the Authority's contracts to ensure compliance with such contracts and proper accounting for contract activities.

- Ensures complicate with Generally Accepted Accounting Principles (GAAP) and principles of the Governmental Accounting Standards Board (GASB).

- Prepares schedules for the annual audit and assists in preparation of year-end audited financial statements and related footnotes.

- Creates new reports using JD Edwards report writing tools for analysis and for responding to information and report requests from user departments.

- Prepares and maintains process documentation of all accounting and administrative processes assigned and updates such documentation on an ongoing basis.
- Performs other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance.
- Certified Public Accountant (CPA) certification and/or MBA preferred.
- Minimum of five (5) years of progressive accounting experience in public accounting, auditing, or general accounting.
- Highly proficient in Microsoft excel and experience with all other Microsoft applications.
- ERP software experience (JD Edwards/Oracle) strongly preferred.
- Excellent analytical and problem-solving abilities.
- Ability to identify and define accounting and internal control issues and propose appropriate solutions.
- Strong mathematical skills.
- Excellent verbal, written and interpersonal communication skills.
- Excellent organization skills with proven ability to manage multiple projects simultaneously and prioritize effectively.

NOTE: Selection will be based on an evaluation of applicants' training, skills, and experience.

Pay
$75,000 - $85,000
Job Type
Full-time
Shift Schedule
Monday – Friday
Work setting
In person office environment
Benefits:
Dental Insurance
Health Insurance
Life Insurance
Vision Insurance
Long-Term Disability Insurance
Deferred Comp & Matching
PTO

Please submit resumes and cover letters to HR@mpea.com

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