



Chicago Metropolitan Agency for Planning

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Finance & Administration Associate Accountant (AA120) January 27, 2020

The Chicago Metropolitan Agency for Planning (CMAA) is hiring an Associate Accountant to support the Finance department. CMAA is our region's official comprehensive planning organization. To learn more about CMAA visit <http://www.cmap.illinois.gov>.

Position Purpose

The Associate Accountant will perform a variety of accounting functions, including general ledger reconciliation, compiling and analyzing financial information to prepare journal entries and document business transactions; assisting in the monthly close of the agency's financial statements; providing support in the preparation and administration of grant and department budgets, ensuring compliance with accounting policies and procedures; preparing cost projections and cost/benefit analysis reports for federal, state, and local grant accounts, preparing financial reports summarizing expenditures, balances, program income, and reconciliations and reviewing expenditures and monitoring account balances. The role also includes involvement in payroll processing and related reporting and filings, A/P & A/R activities and payments, funding source and agency audits, developing and generating standard and ad hoc reporting in financial software, interpreting fiscal policies and procedures and providing accounting analysis and assisting in special projects as needed. The salary range available for this position is \$55,080 – \$68,272.

Knowledge, Skills and Abilities

Bachelor's degree in Accounting, Finance, or Business with an emphasis in Accounting from an accredited institution is required, along with a minimum of two years' experience in accounting to include accounts payable, accounts receivable, payroll, general ledger, cash applications, check processing, budgeting, financial/accounting software and reporting, filing accounting records. Grant accounting as a direct or sub-recipient grantee; working knowledge of Generally Accepted Accounting Principles (GAAP), Title 2 CFR Part 200 and OMB Circulars, and Grant Accountability and Transparency Act (GATA). Candidate must be proficient in Microsoft Office Suite, with expert level Excel and accounting software (One Solution) capability.

How to Apply

Qualified candidates should apply online at <https://cmap.hyrell.com>. Position will close on February 27, 2020.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.
The Chicago Metropolitan Agency for Planning does not sponsor H1B visas.*