



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Finance and Administration **Accounting Principal (FAAP219)** **February 19, 2019**

Job Category: **Principal**
Experience Required: **Minimum 10 years**
Salary Range: **\$86,200 to \$106,850**

The Chicago Metropolitan Agency for Planning (CMAP) is hiring a Principal, Accounting to manage its Finance and Procurement group. The position will also support capital programming and local technical assistance projects. CMAP is our region's official comprehensive planning organization. The agency and its partners are implementing ON TO 2050, a new long-range comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information, and details regarding benefits are at www.cmap.illinois.gov/about/careers#benefits.

Position Purpose

CMAP is hiring an Accounting Principal to manage the employees and operations of the Finance and Procurement group. The position is a member of the senior management team, reports directly to the Deputy Executive Director of Finance and Administration and works closely with Executive and Senior management in the administration of the agency's financial and procurement matters. This position's core responsibilities will be to manage the accounts receivable and payables process, federal and state reporting requirements, grant management, banking activities, general ledger maintenance and auditing requirements. This position will also be responsible for managing the staff and contracting process to secure goods and services on behalf of the agency.

Responsibilities

- Manage the daily operations of the Finance and Procurement group.
- Manage grant financial activity, appropriate federal filings and other required reporting.
- Manage the daily processing of accounts receivable and payable.
- Manage the general ledger, ensuring appropriate journal entries are posted and reconciled to accurately reflect the agency's financial activities.
- Manage the agency's banking activities, including monthly bank reconciliations and fund transfers.
- Manage purchase orders, requests, and invoice payments in the agency's financial system
- Manage payroll processing, remittances and filing of state and federal income/social security taxes and quarterly 941 reports, W-2's, and 1095's.
- Manage the issuance of year-end 1099 forms and the collection and reporting of vendor W-9s.
- Prepare monthly financial reports in a timely and accurate manner.
- Lead annual preparation and management of department and agency budgets.



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- Manage the agency's month and year-end fiscal closeout process.
- Coordinate external auditor activities to complete the agency's annual audit and reporting requirements.
- Lead the development, improvement, and documentation of internal accounting procedures.
- Ensure that agency employees are properly trained to use the agency's financial system.
- Manage all contracting activities: development of RFPs, RFQs, and RFIs; the vendor selection process; preparing and negotiating vendor contracts and purchase authorization orders; development of Inter-governmental agreements; ensuring that all contracting activities comply with federal and state requirements and other grant provisions.
- Develop skills of employees to advance their professional development and to maximize their performance within the agency.

Knowledge, Skills and Abilities

Expert knowledge of generally accepted accounting principles and financial management and their application in a grant-funded environment is critical. Experience in preparing financial reports in a timely and accurate manner is required, as is the ability to develop long-range financial plans. Knowledge of project management methodologies and tools; successful experience managing various projects to achieve time, budget and deliverable objectives; as well as contract management; may oversee the work of external contractors or consultants. Demonstrated ability to communicate technical financial ideas effectively verbally, in writing and in presentations, along with strong analytical and organizational skills. Demonstrated ability to communicate, coach and develop employees. Ability to establish and maintain effective working relationships with subordinates, peers and internal clients; demonstrated strong, effective customer service orientation.

Education and Experience

A Bachelor's degree in Accounting, Finance, or a directly related field, with a minimum of ten years of experience in accounting or finance is required, with increasing responsibilities for directing and planning those activities, and a minimum of five years of successful experience managing clerical and professional level employees. Experience with managing multiple grants and knowledge of procurement processes are also required. A Master's degree or CPA certification is a plus. Ability to work effectively using Microsoft Office Suite, and extensive experience with financial software and systems.

How to Apply

Please submit cover letter and resume via the web at: <http://www.cmap.illinois.gov/about/careers>. Please refer to Job Code (FAAP219).

Posting End Date

This posting will close on March 19, 2019. All applications must be completed and submitted within that timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.