



**CURRENT EMPLOYMENT OPPORTUNITIES  
QUALIFICATION SHEET**

This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:

**May 8, 2013 through May 22, 2013**

\*\*\*\*\*

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Finance	Chief Accountant	\$51,490.00 - \$117,243.00 <b>(G-6)</b>

**JOB QUALIFICATIONS:**

**To be selected for a position**, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant’s qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**Internal Applicants** who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

**EDUCATION:**

- A bachelor’s degree in accounting or finance is required. CPA Preferred.

**EXPERIENCE:**

- Three (3) years experience in an organization with at least \$500 million in revenue as the accountant responsible for the timely monthly closing process in GAAP accounting environment is required.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

- Three (3) years experience in preparing financial statements in an organization with at least \$500 million in revenue is required. Excellent proficiency in Microsoft Word and Excel is required. Three (3) years experience supervising professional accounting staff, including business process improvement, work allocation, training, problem resolution, performance evaluation, and staff motivation is required.
- Experience with Peachtree Quantum, Great Plains, MAS 90, or Microsoft Dynamics software is desirable.
- Excellent interpersonal skills are required. Excellent oral and written communication skills are required.
- Excellent organizational skills and attention to detail is required.

**Ways to apply**

- **Online:** Complete the Illinois Tollway application, save it to the computer and email it to [jobs@getipass.com](mailto:jobs@getipass.com)
- **In person:** Submit the completed application or pick up and complete the application at [Illinois Tollway Headquarters](#) located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- **By mail:** Send the completed application to:  
Illinois Tollway – Human Resources  
2700 Ogden Avenue  
Downers Grove, IL 60515

This position may be subject to Random Selection. [Random Selection Interview Policy Link](#)

**[Application Link](#)**

**All applications must be received by the application deadline indicated on the qualification sheet or Internet site.**

In compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., the Illinois Tollway actively takes steps to ensure that our employment application process is accessible to persons with disabilities. Any person with a disability who needs an accommodation for any portion of the application process is encouraged to contact the Tollway’s ADA Coordinator, Lisa G. Williams, at (630) 241-6800 extension 1010, TTY (630) 241-6898, or at [lwiliams@getipass.com](mailto:lwiliams@getipass.com).

Chief Accountant  
Position Description

---

**POSITION PURPOSE:**

This position is responsible: 1) for the timeliness and accuracy of all accounting in either the Tollway's Maintenance and Operations funds or its Debt and Capital funds; 2) for an adequate system of internal control over the relevant accounting processes; 3) and for accuracy in and internal control over all Tollway treasury processes. With a staff, prepares, reviews, and approves all general ledger entries in his/her assigned funds. Supports all accounting entries with detailed, accurate, and timely source documents, reconciliations, and/or work papers. Continuously improves business processes to achieve these goals. Supervises, coaches, and develops staff. With the counterpart Chief Accountant, produces quarterly Trust Indenture-based supplementary schedules, as well as periodic GAAP basis financial statements, performs timely monthly general ledger closes, and satisfies all internal and external auditor requests for information in his/her funds.

**NATURE AND SCOPE:**

This position reports to the Controller as does the counterpart Chief Accountant, Payroll Manager, Fiscal Operations Manager and Secretary III. Direct reports to this position include Senior Accountants, Accountants, Cashier/Supervisor, and the General Accounting Assistant. The Chief Accountant also works very closely with the Fiscal Operations Manager, Disbursement Control Supervisor, and Budget Manager and interacts on a regular basis with the Budget and IT departments, accounting for outlays for annual operating expenses, and has contact with the State Treasurer's Office, the State Comptroller's Office, and various banks to obtain information necessary to complete required reports and statements and to manage the Tollway's treasury operations.

**DDIMENSIONS:** Accounts for up to \$6 billion in financial transactions (assets and liabilities).

The Chief Accountant reviews and approves, in their respective funds, all journal entries and their supporting work paper analyses before each monthly close of the general ledger. The incumbents are responsible for accounting in these funds with the result being accurate and timely annual GAAP financial statements and quarterly and annual Trust Indenture-based supplementary schedules. The incumbents also need to remain current in understanding the requirements of the Comptroller's Statewide Accounting Management System (SAMS) and how these impact Tollway reporting to the State.

The persons in these positions are concerned with internal control, GAAP accounting, quality, accuracy, and productivity. The incumbents must analyze entries and accounts for proper account classifications to ensure accurate reporting of financial statements

**REQUIREMENTS:**

A bachelor's degree in accounting or finance is required. CPA Preferred. Three (3) years experience in an organization with at least \$500 million in revenue as the accountant responsible for the timely monthly closing process in GAAP accounting environment is required. Three (3) years experience in preparing financial statements in an organization with at least \$500 million in revenue is required. Excellent proficiency in Microsoft Word and Excel is required. Three (3) years experience supervising professional accounting staff, including business process improvement, work allocation, training, problem resolution, performance evaluation, and staff motivation is required. Experience with Peachtree Quantum, Great Plains, MAS 90, or Microsoft Dynamics software is desirable. Excellent interpersonal skills are required. Excellent oral and written communication skills are required. Excellent organizational skills and attention to detail is required.

**PRINCIPLE ACCOUNTABILITIES:**

1. Supervises preparation of quarterly and annual trust indenture-based schedules required to account for the financial transactions of the organization.
2. Prepares periodic GAAP financial statements in collaboration with other Tollway departments. Translates GAAP financial statements for inclusion in the State of Illinois financial statements.
3. Directs assigned staff of the General Accounting section to provide for continuous, smooth processing of transactions. Allocates work, trains staff, ensures functional back-up is in place, and takes personnel actions as required.
4. Reviews and approves journal entries for assigned GL funds. Requires and approves bank reconciliations and detailed work papers for each assigned account in assigned funds.
5. Assists auditors—internal and external—with their requirements.
6. Reviews monthly and quarterly state-required reports for accuracy.
7. Reviews new accounting processes to ensure good internal control, accuracy in reporting, and maximum productivity.
7. Ensures accounting records are maintained in accordance with GAAP.
8. Continuously improves and re-engineers business processes to improve efficiencies, productivity, and monthly time to close.
9. Other duties and projects as assigned.