



**CURRENT EMPLOYMENT OPPORTUNITIES
QUALIFICATION SHEET**

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

February 8, 2012 until February 23, 2012

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Finance	Senior Accountant	\$21.92/Hr. (G-7)

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 time and attendance records (including late starts and early quits) for the preceding 12 months, work record, safety and discipline records and their performance assessments.

EDUCATION:

A Bachelor’s degree plus three (3) years accounting experience in an organization of at least \$50 million in revenue, OR, a combination of college accounting courses and 5 years work experience in an organization of at least \$50 million in revenue.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Good aptitude for the concepts of accounting and good attention to detail.
- Strong analytical skills.
- A good ability to communicate effectively both internally and externally to learn or explain accounting concepts and to resolve discrepancies.
- Strong knowledge of Microsoft Word and Excel.
- Previous experience with Peachtree or any other modern, standard general ledger system of accounting.

Applicants interested in applying for this position can apply in person at our [Downers Grove Office](#) located at 2700 Ogden Ave. between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Applications can also be printed out by clicking on the [Application link](#) and mailed to:

Illinois Tollway – Human Resources
2700 Ogden Ave.
Downers Grove, IL, 60515

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

SENIOR ACCOUNTANT POSITION DESCRIPTION

POSITION PURPOSE:

Participate in the maintenance of the Tollway's accounting records; maintain subsidiary and general ledgers; perform proper accounting for all assigned Tollway transactions—all to the ends of (1) the preparation of GAAP financial statements and Trust Indenture-based supplementary schedules and (2) compliance with the requirements of Statewide Accounting Management System (SAMS).

NATURE AND SCOPE:

The Senior Accountant reports directly to the Fiscal Operations Manager as do the Project Administrator, General Accounting Assistant, and the Budget/General Accounting Clerk. To perform the job successfully, an individual should demonstrate the following abilities: to collect and research accounting data; to identify and resolve problems in a timely manner; to gather and analyze information skillfully; to develop alternative solutions to problems; to develop project plans; to listen and get clarification; to participate in meetings; to write clearly and informatively; to develop workable implementation plans; to look for ways to improve and promote quality; to understand business implications of decisions; to complete administrative tasks correctly and on time; to develop strategies to achieve organizational goals; to adapt strategy to changing conditions; to complete tasks on time or notify the appropriate person with an alternate plan; to display original thinking and creativity; to generate suggestions for improving work; to develop innovative approaches and ideas; to prioritize and plan work activities; to demonstrate accuracy and thoroughness; to complete work in a timely manner.

REQUIREMENTS:

A Bachelor's degree plus three (3) years accounting experience in an organization of at least \$50 million in revenue, OR, a combination of college accounting courses and 5 years work experience in an organization of at least \$50 million in revenue. Good aptitude for the concepts of accounting and good attention to detail. Strong analytical skills. A good ability to communicate effectively both internally and externally to learn or explain accounting concepts and to resolve discrepancies. Strong knowledge of Microsoft Word and Excel. Previous experience with Peachtree or any other modern, standard general ledger system of accounting.

PRINCIPLE ACCOUNTABILITIES:

1. Develop timely and accurate accounting schedules, work papers and analyses.
2. As needed, prepare journal entries or other general ledger entries to record financial activity.
3. Coordinate and communicate with other Tollway departments or external agencies, as needed.
4. Other duties as assigned.