

Park Employees' Annuity and Benefit Fund
Staff Accountant
Salary range \$63,000-\$68,000

A governmental pension fund located in Chicago is looking to fill a staff accountant position. The position would be responsible for accurately recording monthly transactions and would report directly to the Comptroller.

Responsibilities

- Prepare and process positive pay files
- Make appropriate tax deposits as necessary
- Record monthly transaction activity
- Perform monthly general ledger account reconciliations, including journal entries
- Prepare monthly cash reconciliations
- Track prepaid expenses and accruals including depreciation schedules
- Analytically review account balances and explain variations in annual budget
- Assist in preparing quarterly financial reports for Board of Trustees
- Assist in the annual audit and various filings at year-end, including state and local reports
- Electronically file deferred compensation deductions
- Make monthly deposits of all cash receipts
- Set up capital call instructions on investments and/or trade instructions on various investments
- Assist in registering Trustees for conferences and reimbursement for any out of pocket costs

Qualifications

- Bachelor's degree preferred with a minimum of 2 years accounting experience
- Proficient in Microsoft Office
- Ability to communicate effectively with co-workers and outside vendors
- Understanding of accounting functions and related internal controls
- Strong analytical skills, critical thinker
- Able to multitask while maintaining a high level of detail and accuracy
- Quickbooks experience a plus

Benefits

- Generous insurance package, including medical, vision and dental
- 37 ½ hour work week, Monday-Friday
- Pension, disability and death benefits as a member of our Fund
- Paid vacation, sick, holiday and personal days