

Accounting Specialist

Greater Peoria Mass Transit District (CityLink) has an immediate opportunity open for an Accounting Specialist. This position is responsible for performing specialized tasks in support of the accounting cycle which includes processing accounts payable and accounts receivable, payroll, and processing and reconciling bus passes inventory which requires individuals to have specialized knowledge and to work independently. Duties include:

- Cash Management
- Accounts reconciliation/analysis
- Tracking budget accounts
- Preparation of financial statements
- Bank Reconciliation
- Payroll
- Accounts Receivable/Payable

Skills/ Knowledge Required:

- Strong skills and proficiency with Microsoft Office programs (Word, PowerPoint and Excel)
- Excellent analytical skills and ability to interpret and communicate data to various levels of staff
- Advanced skills in project management and problem solving
- Strong communication skills (verbal and written)
- Excellent interpersonal, organizational and leadership skills
- Ability to prioritize, multi-task and maintain flexibility in a fast-paced environment
- Willingness to take on additional responsibility and learn new skills
- Prior experience with month-end/year-end closing, general ledger, journal entries, and annual audit

Qualified candidates will have an Associate's degree in Accounting or Finance and four years of related accounting/finance experience.

Equal Opportunity Employer