

Sr. Accountant/Purchasing

Greater Peoria Mass Transit District (CityLink) has an immediate opportunity open for a Sr. Accountant/Purchasing. This position is responsible for performing specialized tasks in support of the accounting cycle which includes upper level accounting duties and FTA regulated procurements. Duties include:

- Cash Management
- Accounts reconciliation/analysis
- Tracking budget accounts
- Preparation of financial statements
- Bank Reconciliation
- Fixed Asset Management
- Procurement of goods and services in the public sector
- Prepare bid requests and requests for proposals and quotes
- Maintain contract files and computerized procurement records

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 a Bachelor's degree in Accounting or Finance and five years of related accounting/finance experience.

Resumes may be emailed to swiliams@ridecitylink.org or mailed to:

Greater Peoria Mass Transit District
2105 NE Jefferson Ave
Peoria IL 61603

CityLink is and equal opportunity employer.