



## **ACCOUNTING ASSISTANT (Part-Time)**

### **POSITION ANNOUNCEMENT**

The Northeastern Illinois Public Safety Training Academy (NIPSTA), an intergovernmental agency, seeks a qualified individual to serve as a part-time Accounting Assistant for the Glenview-based organization. NIPSTA is a public cooperative comprised of more than two dozen units of local government committed to high-quality, cost-effective training of police, fire, and public works, emergency medical and other types of public safety personnel. This position permits a flexible schedule but is expected to work 20 hours per week during business hours. The rate of pay for this position is \$15 to \$18 per hour based upon experience.

The Accounting Assistant is responsible for providing basic bookkeeping and accounting tasks for NIPSTA. The Accounting Assistant processes and reconciles a wide variety of both accounts payable and accounts receivable documents such as invoices, departmental billings, employee reimbursements and vendor statements. This position also reviews and codes financial information, prepares and processes documents to disburse funds, makes deposits and prepares reports, complies and reviews information for accuracy, assists with instructor payroll, and maintains accounting records. Reporting directly to the Assistant Director of Finance and Administration, the Accounting Assistant serves in a support capacity to ensure NIPSTA's objectives are accomplished within prescribed timelines and guidelines.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Process payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Verifies invoices billed against invoices received and reconciles differences through follow-up with customers.
- Enters, updates and/or retrieves accounting data from automated systems.
- Posts financial data to appropriate accounts in an automated accounting system, according to instructions.
- Reviews financial transactions for changes and accuracy and corrects errors.
- Retrieves system reports.
- Assigns codes to data.
- Processes vendor payments.
- Prepare, verifies and files financial reports as directed by the Assistant Director of Finance and Administration.
- Performs other administrative duties as assigned by the Executive Director.

## QUALIFICATIONS

### Education and Experience

Graduation from a two-year college or university with a degree in accounting, finance, business administration or other applicable program. Graduation from a four-year college or university with a degree in public administration, finance or business administration is preferred.

At least two to five years of overall professional experience, preferably five-plus years of accounting and financial management experience. A track record in grants management is preferred. Knowledge of accounting and reporting software, including Quick Books, is required.

### Decision Making Skills

A demonstrated ability to act independently and exercise good judgment in compliance with Academy guidelines and policies. Must be competent to manage multiple priorities and pay keen attention to detail.

### Capabilities

Demonstrate self-discipline and self-motivation in the daily work routine. Advanced written and oral communication skills required, as well as a thorough knowledge of Microsoft Office and financial software.

### Interpersonal Skills

Display excellent human relations, especially in a small office setting and within a diverse work environment of students, instructors, and partners. Able to act professionally as a representative of NIPSTA.

## APPLICATION

Please do not contact NIPSTA by telephone. Candidates are encouraged to apply immediately by submitting a resume and a cover letter to:

Jill Ramaker  
Executive Director  
NIPSTA  
[jramaker@nipsta.org](mailto:jramaker@nipsta.org)

**DEADLINE: Monday, August 28, 2017, 4:00 pm (CST)**