



## Vacancy Announcement

Shawnee Mass Transit District mission is to provide safe, affordable and efficient transportation to all the citizens of Alexander, Johnson, Massac, Pulaski and Union Counties. Shawnee MTD has opened a candidate search for a new Chief Financial Officer.

## Summary Description

Under general direction of the Chief Executive Officer, oversees all operations in connection with financial matters including accounts receivable and payable, payroll and auditing; trains and supervises department staff; develops and initiates systems, policies, and procedures for transacting financial matters; and ensures that the financial system is accurate, efficient, and in accordance with professional accounting practices and governmental regulations.

## Exemplary Duties / Responsibilities

Develops and implements the Fiscal Department's goals, projects, policies, procedures, methods, and controls; directs the general accounting activities including maintenance of general ledgers, analyses of computer printouts, and review of payroll records; prepares monthly and close-out reports as required by state and federal regulations; profit-loss statements, and special financial reports, studies, and analyses; develops and maintains internal audit control system; and develops and administers the cash management program.

Provides data, reports and other information to assist in the preparation of the annual budget, forecasts revenues, expenditures, and year-end balances; plans, designs, implements, and modifies the data processing system; prepares and revises the fiscal operations procedure manual; coordinates with other departments concerning short-and long-range fiscal needs and plans; responds to requests for information; supervises daily accounting operations, especially the verifying of payroll and cash disbursements; trains, supervises and evaluates staff.

## Employment Standards

*Education / experience:* Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Possession of a bachelor's degree in accounting or business administration with an accounting concentration from an accredited college or university; and
2. Four (4) years progressively responsible experience in accounting of which two (2) years were in supervisory capacity.

*Knowledge:* Principles, practices, and methods of modern accounting and auditing; principles and practices of financial administration including budgeting and reporting; modern office practices, procedures, methods and equipment; modern principles and practices in operations procedures and data processing; application of data processing in the maintenance of accounting records and financial administration; budget preparations, program analyses, and revenue



# SHAWNEE MASS TRANSIT DISTRICT

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forecasting; principles and practices of organization, administration, budget and management; and reports accounting practices required by state and federal regulations.

**Skill:** Planning, coordinating, and directing a complex financial operation; developing, revising and installing accounting systems and procedures; interpreting and applying appropriate laws and regulations; preparing varied financial statements, reports, and analyses; communicating clearly and concisely orally and in writing; supervising, training and evaluating assigned staff.

**Licenses:** Possession of a valid Illinois motor vehicle operator's license, and willingness to use personal vehicle in the course of employment if necessary.

**Desirable Qualifications:** Possession of a Certified Professional Accountant (CPA) Certification

## Benefits

Shawnee MTD offers a competitive salary, medical, dental, eye and life insurance, participation in Illinois Municipal Retirement Fund, Vacation, Sick and Personal Time and 10 paid Holidays.

## How to Apply:

Those interested in applying should complete an application from Shawnee MTD webpage (<http://www.shawneemtd.com/employment.html>), submit the completed application along with a cover letter, resume and a list of three professional references to the following:

Shawnee Mass Transit District  
Attention: Human Resource Manager  
100 Smart Drive  
Vienna, Illinois 62995

Required documentation may also be directly emailed to the following email address:

[humanresources@smtdil.com](mailto:humanresources@smtdil.com)

Shawnee Mass Transit District is an Equal Opportunity Employer. Individuals are hired solely upon the basis of their qualifications and ability to fulfill the requirements of the job.

Shawnee Mass Transit District has an ongoing commitment to the creation of a workplace free of discrimination and harassment. All policies and practices will be administered without regard to race, color, creed, age, religion, ancestry, national origin, sex, marital status or disability. We comply with all local, state and federal laws pertaining to employment and discrimination will not be tolerated.