

JOB ANNOUNCEMENT

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Planning for a region of nearly 800,000 people, part of the Chicago Metropolitan Area

POSITION TITLE: Accounting and Procurement Coordinator

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in accounting, finance, business administration, or related field
- Preferred two or more years in experience in accounting field especially government accounting
- Preferred experience with procurement especially those with federal regulations
- Demonstrated proficient computer skills using spreadsheets and databases
- Effective written and verbal communications skills
- Problem-solving and time management skills
- Ability to work well as a team member
- Ability to organize and prioritize multiple tasks

GENERAL DESCRIPTION OF ANTICIPATED DUTIES

- Update and maintain capital asset records
- Perform annual inventory reconciliation
- Prepare annual accumulated depreciation report
- Prepares monthly cost allocation reports
- Create, balance and maintain INDOT Highway Project Balance Sheet by code and project
- Assist in annual financial reports and Comprehensive Annual Financial Report
- Perform procurement duties in compliance with federal and state regulations
- Conducting procurements according to the grant regulation requirements
- Communicate with local transit operator subrecipients and vendors
- Perform other duties as required

ANTICIPATED POSITION CLASSIFICATION: Professional A or B depending on education level and experience, Fair Labor Standards Act Exempt, Full Time

SALARY / WAGE PARAMETERS: \$36,132 - \$45,505 depending on education level and experience

RESERVED RIGHT OF EMPLOYER:

The employer reserves the right not to fill this position. Apply by 4:30 p.m. May 12, 2014. However, the position will remain open until filled.

APPLY WITH LETTER AND RESUME VIA EMAIL TO:

Angie Hayes, Director of Finance and Administration
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, Indiana 46368-6409
ahayes@nirpc.org 219-763-6060, ext. 104

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