

# PUBLIC BUILDING COMMISSION OF CHICAGO

## JOB DESCRIPTION

**JOB TITLE:** Staff Accountant

The Public Building Commission of Chicago (PBC) is a full service public developer created by state legislation in 1956 to plan, design and renovate or construct municipal buildings including but not limited to schools, park facilities, libraries, police stations and fire houses. Beginning with land acquisition, the PBC's staff functions as a single point of responsibility for the professional management of public capital and infrastructure projects.

### General Summary

The Staff Accountant is responsible for the timely and accurate reconciliation of bank statements and accounts receivable, creation of journal entries, the monitoring of PBCC revenue bond activity and compliance, assisting with the annual PBCC audit.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the day-to-day, monthly and year-end operations of the Finance Department.
- Perform general account analysis and reconciliations, including monthly bank statements for the Treasurer and Trustee held accounts.
- Assist in the processing and recording of accounts payable transactions.
- Manage the processing of accounts receivable invoicing
- Assist in the preparation of financial reports such as quarterly financial statements and annual audit.
- Assists Project Managers with the gathering of information relating to project expenses recorded in the General Ledger.
- Assists Finance team with special projects as needed.
- Performs all duties and responsibilities of the position as required.

### Reporting Relationship(s)

Reports to the Director of Finance

## Knowledge, Skills & Abilities Required

Bachelor's Degree (B.A.) from a four-year college or university; 2-5 years related experience and/or training; or equivalent combination of education and experience

Excellent organizational and communication skills

Must be self-motivated, disciplined, detail-oriented, organized, and a problem-solving team player with strong work ethic and an ability to work in a fast paced environment

Excellent written and verbal communication skills

Basic mathematical comprehension skills

Ability to use Word

Advanced experience in Excel

Experience with budgeting/accounting processes and procedures

Knowledge of Abila systems a plus

This position is exempt from coverage under the Fair Labor Standards Act.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*