



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

NOW HIRING

in Indiana's Duneland in the Chicago metropolitan area

ACCOUNTANT

Working to enhance the quality of life for nearly 800,000 people along the southern shore of Lake Michigan, the Northwestern Indiana Regional Planning Commission (NIRPC) is seeking an exceptional individual to assume responsibility for annual financial reporting, accounting transactions maintained in the general ledger, federal and state financial reporting, grant writing and assume financial responsibility for the Transportation Improvement Program (TIP).

SUMMARY OF THE POSITION:

Oversees accounting transactions and maintains the general ledger. Handles accounts receivable functions as well as some accounts payable functions. Prepares financial monthly reporting. Manages federal, state and local grants including some financial oversight of NIRPC subrecipients. Possibly serves as backup to the Chief Financial Officer in meetings. Provides accounting services to our Planning Department in the form of developing and maintain fiscal TIP constraints. Supports the federal transit grant writing management plan.

Core Competencies:

- General understanding of accrual accounting as well as governmental accounting standards.
- Understanding of State mandated accounting requirements for governmental units.
- Ability to work with fellow employees, vendors and customers.
- Analytical problem-solving skills.
- Computer literacy, especially in the area of financial accounting software.
- Multitasking and time management is a must.
- Experience with State Board of Accounts audit is preferred.

Qualifications:

- Graduation from a four-year college or university with a Bachelor's Degree in Accounting.
- Knowledge and experience with Microsoft Office Word and Excel.
- Strong knowledge of the theory and practice of accounting, particularly GASB standards.
- Strong ability to analyze and interpret financial records.
- Experience with financial reconciliation to accounting funds and the ability to interpret the results.
- Ability to effectively plan, organize and communicate orally and in writing.
- Ability to prepare complex financial reports and evaluate complex financial systems.
- Experience with governmental fund accounting is a must.
- Knowledge and experience with federal, state and local grants preferred.
- Knowledge and experience with OMB Uniform Guidance 2 CFR Part 200 is preferred.

The successful candidate will demonstrate the following through their written resume, cover letter, and in an interview:

- Creativity and critical thinking skills
- Ability to work independently and on a team
- Good customer service to internal and external clients
- Development and maintenance of strong professional relationships
- Contributor to positive team dynamics
- Management of their time and schedule
- Communicates clearly and transparently
- Flexibility and an open-mind
- Excellent attention to details and organizational skills

STARTING SALARY PARAMETERS:

To be determined based on qualifications.

APPLICATION & TIMEFRAME:

To be considered for this position, please submit all requested files to:

Meredith Stilwell, Office Manager
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368-6409
219-254-2525
mstilwell@nirpc.org

- A carefully-written cover letter (single page),
- Resume (no longer than two pages), and
- Contact information for at least two professional references.

Application materials should be submitted to NIRPC no later than March 20,2022, though the position will remain open until filled in order to find the candidate with the best fit among professional qualifications, experience, and suitability to NIRPC's mission.

Wondering about Northwest Indiana?

Called "the Affordable Shore" by the Chicago Tribune, Northwest Indiana combines an innovative spirit, beautiful Lake Michigan shoreline, and proximity to Chicago and its amenities with commuter rail access that is undergoing major expansion and service enhancements.

Northwest Indiana's 41 communities each has its own unique character, providing everything from vibrant downtown restaurant scenes to growing arts districts to simple, small town charm.

These communities provide Northwest Indiana with a rich but affordable quality of life, helped by a state constitution property tax cap, lower taxes than our Illinois neighbors, and lower housing costs overall within similar or better proximity to Chicago's loop than many Illinois suburbs.

The Indiana Dunes National Park and coastal environs provide exceptional beaches, dunescapes, paddling opportunities, and access to over 150 miles of paved trails linking greenways, parks, and other recreational amenities throughout the region.