

THE BELT RAILWAY COMPANY OF CHICAGO

June 2, 2022

BULLETIN NO. 01 June 2, 2022-June 8, 2022

Senior Accountant (Position No. 500) (Trainee)

The Belt Railway Company of Chicago is currently accepting applications for the position of Senior Accountant – Position No. 500 (Trainee). The successful candidate for this position will maintain and review the entire contracted payroll process, prepare and input cash disbursement entries, and review and approve general ledger and cash receipts entries as needed. Responsibilities include the timely review of each payroll by department, prepare external reports and data for employee insurance, 401k, various tax jurisdictions, and union withholdings. In coordination with the CFO, review and maintain all prepaid expenses, and companywide accruals. Maintain communication with Human Resources, Department Heads and Supervisors as to any changes that impact employees. Any other duties incidental to the role as assigned.

The successful candidate will be highly organized, motivated, and willing to learn the various aspects of this position. This is a Transportation Communication Union-represented position; compensation and benefits determined by the Current Working Agreement. BRC reserves the right of appointment to this position, as per Rule 1(e) of the Current Working Agreement. The successful candidate will cooperatively interact with employees in all departments, BRC union and management employees, and external vendors.

SUMMARY OF REQUIREMENTS

- Thorough understanding and knowledge of Generally Accepted Accounting Principles.
- Bachelor's Degree in Finance or Accounting required.
- Payroll experience related to union employees.
- Strong computer skills including active participant in implementing new systems as well as experience with Excel a must.
- Must be familiar with BRC Chart of Accounts and J.D. Edwards software.
- Self-driven individual playing senior role in accounting team, providing guidance to teammates and all involved in payroll process.
- Works with payroll approvers to strive towards continuous improvement
- Must be legally authorized to work in the U.S.

APPLICATION INFORMATION AND INSTRUCTIONS:

Interested, qualified applicants should email a current resume and cover letter to Chief Financial Officer (Brian Dilger) at bdilger@beltrailway.com.

**Brain Dilger
Chief Financial Officer**

**COPIES TO:
Mr. C. Soukup, LC/TCU**