

The Belt Railway Company of Chicago

Bulletin No. 6

Clearing-May 5, 2023

Applications received by the undersigned up to and including 23:59 hours, May 12th, 2023, will be given consideration in assignment to the following position:

Title:	Position No. 565 Chief Clerk (partially excepted) Trainee
Location:	Accounting - GOB
Daily Rate of Pay:	\$321.18
Days Assignment Works:	Monday – Friday
Hours of Assignment:	08:00 – 16:30
Rest Days:	Saturday, Sunday

The Belt Railway Company of Chicago is currently accepting applications for Position No. 565 Chief Clerk (partially excepted) Trainee, reporting to the Director of Revenue Accounting. The successful candidate for this position will create purchase orders for material and services and assist in other accounting functions that will include accounts receiving and collections processes. Responsibilities include purchase order maintenance and review, preparation of purchase orders, tracking purchases and supplies, and handling inquiries related to purchase orders. The position will also review and maintain account receiving records, correctly invoice customers for services provided, and work with customers to resolve discrepancies. The position will also assist with the collection of open and aging receivable invoices. 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

- Bachelor's Degree required.
- Display experience that applies the use of strong analytical skills.
- Strong computer skills, including active participation in implementing new systems as well as experience with Excel a must.
- Self-driven individual playing an active role in the accounting team, providing guidance to teammates and all involved in accounting processes.
- Work with accounting processes to strive toward 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.