

## **NORTH EAST MULTI-REGIONAL TRAINING (Naperville, IL), ACCOUNTING SPECIALIST**

North East Multi-Regional Training, Mobile Training Unit # 3 in Naperville, IL, seeks an Accounting Specialist with experience in accounting functions. NEMRT is the largest mobile training unit in Illinois and provides basic, refresher, advanced and specialized training to over 300 local law enforcement agencies.

The main responsibilities of this position are maintaining the organization's payable and receivable accounts, coordinating with the contractual accountant, assisting with the annual audit, maintaining internal spreadsheets, preparing fiscal reports, handling grant reimbursements and basic human resource duties.

### **Qualifications**

An associate's degree in accounting, finance, business administration, public administration, human resources or a related field preferred. Equivalent combinations of education, training and progressively responsible accounting, bookkeeping, finance or administrative experience will be considered.

Preferred qualifications include:

- Experience in accounting, bookkeeping, financial administration and human resources
- Experience supporting audits, financial reporting, invoicing and grant administration
- Experience working with governmental, nonprofit, public sector or training organizations

### **Salary and Benefits**

Starting salary range is projected from \$49,920 to \$71,884, depending on qualifications. A competitive benefit package includes paid time off, holidays, medical, dental and membership in the Illinois Municipal Retirement Fund.

### **Schedule and Requirements**

The work schedule is predominantly 8:00 a.m. to 4:00 p.m., Monday through Friday.

There are no residency requirements.

### **Agency Contact**

Please send resumes to:

Search Committee, North East Multi-Regional Training, Inc., at 1717 Park Street, Suite 303, Naperville, IL 60563 or email to [joe@nemrt.com](mailto:joe@nemrt.com).

The position remains open until filled. NEMRT is an Equal Opportunity Employer.