

Sangamon Mass Transit District

Controller

Job Title: Controller
Department: Finance and Administration
Reports to: Director for Finance and Administration
Job Status: Administrative Exempt
Safety Sensitive: No
Salary Range: \$75,000-\$95,000 (Salary commensurate with experience)
Telework: No
Location: 928 S. 9th St., Springfield, IL., 62703
Opening Date: 10/13/2025
Closing Date: 11/07/2025

Supervisory Responsibilities:

Accountant 1
Bookkeeper 1 and 2

Job Summary:

This position prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to procedural standards reporting. The position is responsible for compliance with audit standards, compliance with federal and state operating grants, compliance with tax reporting and filing, and compliance with annual filing with the Circuit Clerk. This position oversees and coordinates the day-to-day accounting functions performed by bookkeeping and accounting staff.

Essential Duties & Responsibilities:

Manage the Accounting functions of the District

- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Monthly Close
- Payroll
- Oversee/ preparation of the Monthly Board Reports
- Oversee bank and account reconciliations
- Annual Audit Preparation and Compliance
- Tax Compliance
- OPEB Oversight

Cash Management

- Monitor banking transactions daily
- Approve ACH transaction
- Transfers between Operating Account and Illinois Funds

Human Resources

- IMRF Authorized Agent alternate
- Assist HR with 1095-C ACA Reporting
- Accounting for Fringe benefits
- Work with HR to ensure compliance with HR related functions
- Annual excess worker's compensation audit

Internal Accounting Controls

- Develop procedures
- Develop monitoring processes

Updated: October 2025

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- Continually access and monitor risk
- Budget Monitoring

Annual Audit

- Facilitate the annual audit, serve as the liaison with auditing firm, and present, prepare, and review audit materials
- Apply professional audit principles to ensure audits are consistent with current industry requirements and best practices
- Familiarity with Single Audit requirements and federal uniform guidance (2 CFR Part 200)

Assist with the administration of State and Federal Grants

- Comply with reporting deadlines and requirements
- Implement, evaluate, and maintain internal policies, procedures, and standards to ensure compliance with state and federal grant agreements
- Administer the State Operating Grant according to statutes and state procedures including all statutory filing requirements
- Support risk management control, accountability, transparency, economy and efficiency to improve governance of grant agreements
- Monthly accounting reporting for State Operating Grant

Responsible for the financial modules in the Annual National Transit Database

Responsible for the preparation of the Annual Budget and Tax Levy

Responsible for the coordination of annual actuarial reporting

Other Responsibilities:

- File the Annual Unclaimed Property Return
- 1099 Preparation
- Assist with the Biennial inventory of federally funded assets
- Prepare for the financial sections of the Triennial Audit
- Develop, implement, modify, and document recordkeeping and controls to ensure accuracy and timeliness in meeting deadlines.
- Identify and report workplace security issues, safety hazards and unsafe conditions to management
- Identify and prevent fraud
- Maintain familiarity with applicable tax laws, grant circulars, government reporting standards, and generally accepted accounting principles
- Other related duties as assigned

Essential Knowledge, Skills and Abilities:

- Ability to perform Accountant 1 duties & responsibilities
- Ability to perform Bookkeeper 2 duties & responsibilities
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong attention to detail, strong time management and organizational skills, and ability to manage and execute more than one task at a time
- Ability to work with mathematical concepts and apply them effectively
- Strong oral and written communication abilities
- Ability to maintain regular attendance and punctuality to maintain job redundancy for administrative functions
- Strong interpersonal and active listening skills
- Ability to work cooperatively in a team-based environment
- Proficiency in Microsoft Office software applications, especially Excel
- Ability to use ERP software
- Ability to protect and handle sensitive and confidential information and situations

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Physical and Sensory Ability/Demands:

While performing the duties of this job, the employee must sit for extended periods of time, talk and/or hear, and use hands to finger, handle, or touch objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus. This position requires occasional lifting (minimum 35 lbs), squatting, and bending.

Work Environment:

The employee works in an office environment. The noise level is moderate. Some responsibilities require minimal to extensive travelling to offsite and out-of-state locations. Work hours are in office Monday-Friday, 8am-4pm, with a paid thirty (30) minute lunch break.

Minimum Education and/or Experience:

Bachelor's degree in accounting or related finance field from a four-year accredited college or university is required. Must have a minimum of 8 years' professional accounting experience, preferably in government. CPA Preferred.

Benefits:

SMTD offers competitive benefits package including health insurance, dental & vision insurance, employer paid life insurance, paid vacation, sick, and personal time, Illinois Municipal Retirement Fund (IMRF) pension system, 457 Deferred Compensation option, and Employee Assistance Program (EAP) Services. SMTD also offers twelve (12) paid holidays.

How to Apply:

To be considered, please submit your cover letter, resume, and three references to jobs@smttd.org. Review of applications will begin immediately and continue until the position is filled or until the closing date. Springfield Mass Transit District is an Equal Opportunity Employer.

Sangamon Mass Transit District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability or genetic information, or veteran status, or other protected status. In addition to federal law requirements, Sangamon Mass Transit District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. Sangamon Mass Transit District expressly prohibits any form of workplace harassment based on race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability or genetic information, or veteran status, or other protected status. Improper interference with the ability of Sangamon Mass Transit District's employees to perform their job duties may result in discipline up to and including discharge.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.