MID AMERICA CARPENTERS BENEFITS

Title: Supervisor, Accounting
Department: Accounting
Location: Chicago, IL

Position Summary
The Accounting Supervisor oversees daily accounting activities and supervises accounting staff supporting Taft-Hartley multiemployer benefit trust funds and related benefit corporations. This position helps ensure accurate financial records, timely reporting, and compliance with GAAP, applicable regulatory requirements, and established fund policies and procedures. The Accounting Supervisor coordinates daily workloads, reviews accounting transactions and reconciliations, supports financial reporting and audit preparation, and collaborates closely with the Controller, Executive Director, Fund Administrator, and other departments to maintain efficient accounting operations. The ideal candidate has strong accounting knowledge, supervisory skills, attention to detail, and the ability to manage competing priorities while supporting and developing staff.

Accounting Operations and Staff Supervision
- Supervise and support accounting staff, providing guidance, training, and feedback on daily responsibilities.
- Coordinate workloads, establish priorities, monitor deadlines, and ensure accounting tasks are completed accurately and on time.
- Oversee daily accounts payable, accounts receivable, billing, general ledger entries, bank reconciliations, credit card expense reconciliations, employer contributions, and cash applications.
- Review journal entries, account reconciliations, financial schedules, and supporting documentation prepared by staff.
- Assist with resolving accounting discrepancies and researching unusual transactions.
- Identify opportunities to improve accounting processes, strengthen internal controls, and increase efficiency.
- Assist with special projects and perform other duties as assigned.

Taft-Hartley Benefit Fund Accounting and Compliance
- Support accounting and reporting activities for multiemployer benefit funds, including pension, health and welfare, and related entities.
- Monitor the recording and reconciliation of employer contributions, contribution receipts, and cash applications.
- Ensure accounting transactions are recorded accurately and in accordance with GAAP, fund policies, and established procedures.
- Coordinate with fund administration, payroll, and other departments to resolve contribution discrepancies and maintain accurate records.
- Assist with applicable tax filings, regulatory reporting, and compliance requirements.
- Maintain appropriate supporting documentation and audit trails for financial transactions and reporting.

Financial Reporting and General Accounting
- Assist with the preparation of monthly, quarterly, and annual financial statements for benefit trust funds and related benefit corporations.
- Coordinate assigned month-end and year-end closing activities and ensure deadlines are met.
- Prepare and review general ledger entries, balance sheet reconciliations, accruals, and supporting schedules.

- Assist with financial statement analysis and investigate variances or unusual account activity.
- Prepare financial reports, cash reports, and other analyses for review by the Controller and Fund Administrator.
- Maintain accurate accounting records and ensure compliance with established accounting procedures.

Cash Management and Investment Accounting

- Coordinate daily cash management activities, including bank reconciliations, wire transfers, ACH payments, and intercompany transfers, in accordance with established approval procedures.
- Monitor cash balances and report anticipated cash needs or discrepancies to the Controller.
- Prepare reconciliations and journal entries related to investment activity.
- Assist with recording and reconciling investment-related transactions.
- Process applicable federal tax deposits through EFTPS and assist with other required tax payments.
- Ensure supporting documentation and authorization requirements are maintained for cash disbursements and fund transfers.

Budgeting, Analysis, and Tax Reporting

- Assist with budget preparation, financial forecasts, and cash flow reporting.
- Review financial results and investigate variances from budget or prior periods.
- Assist with the preparation of quarterly and annual tax filings and required tax deposits.
- Prepare financial analyses and reports as requested by the Controller or Fund Administrator.
- Identify and communicate potential accounting issues, unusual transactions, and control concerns to management.

Audits, Internal Controls, and Risk Management

- Assist with annual financial statement audits for benefit funds and related benefit corporations.
- Compile audit schedules, supporting documentation, and responses to auditor requests.
- Coordinate with accounting staff to resolve audit inquiries and maintain audit readiness.
- Follow established accounting policies, procedures, internal controls, and approval requirements.
- Recommend process improvements and communicate potential risks or control weaknesses to the Controller.
- Support the implementation of accounting procedures and corrective actions as directed by management.

Basic Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of three to five years of accounting experience, including supervisory or team-lead responsibilities.
- Experience with QuickBooks, Microsoft Dynamics 365 Business Central, or comparable accounting software.
- Strong knowledge of accrual-based accounting, general ledger accounting, financial reporting, and GAAP.
- Experience with account reconciliations, month-end closing, financial statements, and audit preparation.
- Proficiency in Microsoft Office, particularly Excel.
- Strong analytical, organizational, problem-solving, and time-management skills.
- Effective written and verbal communication skills.
- Ability to supervise staff, coordinate workloads, meet deadlines, and manage multiple priorities.

Preferred Qualifications

- CPA designation or other relevant accounting certification preferred.
- Strong state tax withholding background with knowledge to stay up to date on ever changing tax regulations.
- Familiarity with tax filings, 1099-R, 1099-NEC, 1099-Misc, Forms 941, 945, 720 and any other relevant tax filings.
- Experience with Taft-Hartley multiemployer benefit fund accounting, including pension and/or health and welfare funds.
- Familiarity with employer contribution accounting, investment accounting, and benefit fund financial reporting.
- Experience working with benefit fund administrators, external auditors, and Boards of Trustees.
- Experience with fund accounting systems and multi-entity accounting environments.
- Demonstrated ability to train, mentor, and support accounting staff.

Work Authorization

No calls or agencies please. The Mid-America Carpenters Regional Benefit Services will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Equal Opportunity Employer

The Mid-America Carpenters Regional Benefit Services is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability, or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.