

**JANUARY 2024 Salary Survey Chicago Metro Market: Accounting & Finance Positions**  
**Casey Accounting & Finance Resources**  
[www.caseyresources.com](http://www.caseyresources.com) Tel: 224-232-5925

<u>Title</u>	<u>Median</u>	<u>Bonuses</u>	<u>Total</u>	<u>25%</u>	<u>75%</u>
Chief Financial Officer	\$ 460,608.00	\$ 174,354.00	\$ 634,962.00	\$ 348,941.00	\$ 590,932.00
Controller	\$ 264,644.00	\$ 58,016.00	\$ 322,660.00	\$ 222,566.00	\$ 310,450.00
Division Controller	\$ 218,069.00	\$ 38,812.00	\$ 256,881.00	\$ 186,720.00	\$ 254,994.00
Accounting Director	\$ 200,323.00	\$ 34,482.00	\$ 234,805.00	\$ 179,265.00	\$ 223,964.00
Accounting Manager	\$ 129,042.00	\$ 9,396.00	\$ 138,438.00	\$ 114,765.00	\$ 145,027.00
Accounting Supervisor	\$ 92,452.00	\$ 3,755.00	\$ 96,207.00	\$ 80,914.00	\$ 103,852.00
Accountant IV	\$ 114,690.00	\$ 7,300.00	\$ 121,990.00	\$ 102,990.00	\$ 128,190.00
Accountant III	\$ 93,996.00	\$ 3,567.00	\$ 97,563.00	\$ 85,171.00	\$ 103,977.00
Accountant II	\$ 75,582.00	\$ 2,303.00	\$ 77,885.00	\$ 68,415.00	\$ 83,659.00
Accountant I	\$ 65,090.00	\$ 1,600.00	\$ 66,690.00	\$ 59,290.00	\$ 71,690.00
Accounting Clerk III	\$ 58,704.00	\$ 1,265.00	\$ 59,969.00	\$ 53,116.00	\$ 65,467.00
Accounting Clerk II	\$ 51,944.00	\$ 1,019.00	\$ 52,963.00	\$ 46,875.00	\$ 57,973.00
Accounting Clerk I	\$ 46,595.00	\$ 793.00	\$ 47,388.00	\$ 41,759.00	\$ 52,327.00
Accounts Payable Manager	\$ 109,844.00	\$ 7,620.00	\$ 117,464.00	\$ 96,054.00	\$ 126,094.00
Accounts Payable Supervisor	\$ 78,736.00	\$ 2,980.00	\$ 81,716.00	\$ 69,582.00	\$ 90,501.00
Accounts Payable/Receivable Mgr	\$ 113,939.00	\$ 8,030.00	\$ 121,969.00	\$ 98,491.00	\$ 129,974.00
Accounts Payable/Receivable Sup	\$ 81,612.00	\$ 3,428.00	\$ 85,040.00	\$ 71,262.00	\$ 93,767.00

Accounts Payable Clerk	\$ 47,857.00	\$ 599.00	\$ 48,456.00			\$ 43,390.00	\$ 53,303.00
Accounts Receivable Mgr.	\$ 106,948.00	\$ 6,624.00	\$ 113,572.00			\$ 92,653.00	\$ 123,888.00
Accounts Receivable Supervisor	\$ 77,689.00	\$ 2,938.00	\$ 80,627.00			\$ 68,246.00	\$ 88,752.00
Accounts Receivable Clerk	\$ 46,553.00	\$ 608.00	\$ 47,161.00			\$ 41,862.00	\$ 51,897.00
Bookkeeper	\$ 46,265.00	\$ 283.00	\$ 46,548.00			\$ 41,383.00	\$ 51,361.00
Payroll Manager	\$ 123,928.00	\$ 7,144	\$ 133,254.00			\$ 109,397.00	\$ 140,879.00
Payroll Supervisor	\$ 102,119.00	\$ 5,560.00	\$ 107,679.00			\$ 89,297.00	\$ 114,928.00
Payroll Administrator	\$ 74,613.00	\$ 2,407.00	\$ 77,020.00			\$ 66,987.00	\$ 83,302.00
Payroll Clerk, Sr. (Payroll Clerk II)	\$ 56,922.00	\$ 958.00	\$ 57,880.00			\$ 50,502.00	\$ 64,459.00
Payroll Clerk (Accounting Clerk I - Payroll)	\$ 51,700.00	\$ 500.00	\$ 52,200.00			\$ 46,400.00	\$ 58,300.00
Plant Accounting Manager	\$ 136,230.00	\$ 13,960.00	\$ 150,190.00			\$ 120,550.00	\$ 155,360.00
Plant Accountant	\$ 85,425.00	\$ 2,023.00	\$ 87,448.00			\$ 77,809.00	\$ 103,125.00
Cost Accounting Manager	\$ 135,759.00	\$ 9,802.00	\$ 145,561.00			\$ 119,444.00	\$ 152,579.00
Cost Accounting Supervisor	\$ 112,703.00	\$ 7,581.00	\$ 120,284.00			\$ 99,615.00	\$ 127,511.00
Cost Accountant IV	\$ 122,092.00	\$ 6,368.00	\$ 128,460.00			\$ 109,250.00	\$ 136,896.00
Cost Accountant III	\$ 100,820.00	\$ 4,098.00	\$ 104,918.00			\$ 91,083.00	\$ 111,124.00
Cost Accountant II	\$ 85,040.00	\$ 2,503.00	\$ 87,543.00			\$ 76,655.00	\$ 94,271.00
Cost Accountant I	\$ 71,803.00	\$ 1,799.00	\$ 73,602.00			\$ 64,785.00	\$ 79,688.00
Cost Analyst IV	\$ 126,891.00	\$ 5,993.00	\$ 132,884.00			\$ 112,458.00	\$ 144,377.00

<b>Cost Analyst III</b>	\$ 102,750.00	\$ 6,463.00	\$ 109,213.00			\$ 90,160.00	\$ 118,522.00
<b>Cost Analyst II</b>	\$ 84,192.00	\$ 3,569.00	\$ 87,761.00			\$ 74,647.00	\$ 95,854.00
<b>Cost Analyst I</b>	\$ 68,490.00	\$ 2,533.00	\$ 71,023.00			\$ 61,216.00	\$ 77,202.00
<b>Credit and Collections Director</b>	\$ 162,873.00	\$ 23,809.00	\$ 186,682.00			\$ 139,989.00	\$ 185,040.00
<b>Credit and Collections Manager</b>	\$ 116,007.00	\$ 10,427.00	\$ 126,434.00			\$ 100,367.00	\$ 133,897.00
<b>Credit and Collections Supervisor</b>	\$ 80,652.00	\$ 3,914.00	\$ 84,566.00			\$ 69,878.00	\$ 93,871.00
<b>Credit Clerk, Sr.</b>	\$ 49,774.00	\$ 591.00	\$ 50,365.00			\$ 42,331.00	\$ 57,472.00
<b>Credit Clerk</b>	\$ 43,085.00	\$ 861.00	\$ 43,946.00			\$ 37,279.00	\$ 49,514.00
<b>Credit Analyst III</b>	\$ 86,640.00	\$ 5,065.00	\$ 91,705.00			\$ 77,199.00	\$ 97,025.00
<b>Credit Analyst II</b>	\$ 70,396.00	\$ 3,068.00	\$ 73,464.00			\$ 62,603.00	\$ 79,446.00
<b>Credit Analyst I</b>	\$ 60,118.00	\$ 1,835.00	\$ 61,953.00			\$ 53,900.00	\$ 66,748.00
<b>Collections Representative III</b>	\$ 52,758.00	\$ 2,067.00	\$ 54,825.00			\$ 47,460.00	\$ 59,366.00
<b>Collections Representative II</b>	\$ 47,121.00	\$ 1,769.00	\$ 48,890.00			\$ 41,912.00	\$ 52,947.00
<b>Collections Representative I</b>	\$ 42,053.00	\$ 1,608.00	\$ 43,661.00			\$ 37,202.00	\$ 46,748.00
<b>Revenue Accounting Director (Revenue Cycle Director)</b>	\$ 163,851.00	\$ 4,999.00	\$ 168,850.00			\$ 143,421.00	\$ 189,878.00
<b>Revenue Accounting Manager (Revenue Cycler Mgr.)</b>	\$ 112,111.00	\$ 1,383.00	\$ 113,494.00			\$ 95,041.00	\$ 131,757.00
<b>Revenue Analyst IV</b>	\$ 106,482.00	\$ 3,838.00	\$ 110,320.00			\$ 95,986.00	\$ 124,002.00
<b>Revenue Analyst III</b>	\$ 93,241.00	\$ 2,015.00	\$ 95,256.00			\$ 80,366.00	\$ 110,650.00
<b>Revenue Analyst II</b>	\$ 81,284.00	\$ 588.00	\$ 81,872.00			\$ 72,581.00	\$ 89,593.00
<b>Revenue Analyst I</b>	\$ 65,868.00	\$ 813.00	\$ 66,681.00			\$ 58,554.00	\$ 75,613.00



<b>Treasury Analyst I</b>	\$ 66,097.00	\$ 2,580.00	\$ 68,677.00		\$ 59,122.00	\$ 73,550.00
<b>Cash Management Director</b>	\$ 218,933.00	\$ 30,819.00	\$ 249,752.00		\$ 179,462.00	\$ 261,772.00
<b>Cash Management Manager</b>	\$ 124,994.00	\$ 12,499.00	\$ 137,493.00		\$ 109,193.00	\$ 144,626.00
<b>Cash Flow Analyst</b>	\$ 58,354.00	\$ 4,784.00	\$ 63,138.00		\$ 50,175.00	\$ 61,633.00
<b>Budget Director</b>	\$ 213,058.00	\$ 27,468.00	\$ 240,526.00		\$ 187,010.00	\$ 239,278.00
<b>Budget Manager</b>	\$ 140,917.00	\$ 11,500.00	\$ 152,417.00		\$ 124,377.00	\$ 158,740.00
<b>Budgeting Supervisor</b>	\$ 119,356.00	\$ 6,690.00	\$ 126,046.00		\$ 103,662.00	\$ 135,208.00
<b>Budget Analyst IV</b>	\$ 127,420.00	\$ 8,591.00	\$ 136,011.00		\$ 112,590.00	\$ 143,526.00
<b>Budget Analyst III</b>	\$ 104,004.00	\$ 4,567.00	\$ 108,571.00		\$ 93,798.00	\$ 116,876.00
<b>Budget Analyst II</b>	\$ 83,051.00	\$ 2,229.00	\$ 85,280.00		\$ 74,882.00	\$ 91,897.00
<b>Budget Analyst I</b>	\$ 68,420.00	\$ 1,367.00	\$ 69,787.00		\$ 60,374.00	\$ 76,564.00
<b>Tax Director</b>	\$ 203,653.00	\$ 37,167.00	\$ 240,820.00		\$ 180,579.00	\$ 229,856.00
<b>Tax Manager</b>	\$ 144,247.00	\$ 14,279.00	\$ 158,526.00		\$ 125,564.00	\$ 166,387.00
<b>Tax Research Manager</b>	\$ 191,030.00	\$ 25,136.00	\$ 216,166.00		\$ 167,730.00	\$ 217,291.00
<b>Tax Supervisor III</b>	\$ 130,746.00	\$ 9,642.00	\$ 140,388.00		\$ 111,190.00	\$ 151,867.00
<b>Tax Supervisor II</b>	\$ 118,085.00	\$ 9,704.00	\$ 127,789.00		\$ 101,555.00	\$ 140,242.00
<b>Tax Supervisor I</b>	\$ 97,845.00	\$ 1,966.00	\$ 99,811.00		\$ 80,700.00	\$ 117,869.00
<b>Tax Accountant IV</b>	\$ 127,186.00	\$ 11,056.00	\$ 138,242.00		\$ 113,678.00	\$ 143,752.00
<b>Tax Accountant III</b>	\$ 101,565.00	\$ 5,738.00	\$ 107,303.00		\$ 92,499.00	\$ 112,167.00
<b>Tax Accountant II</b>	\$ 81,082.00	\$ 3,273.00	\$ 84,355.00		\$ 72,523.00	\$ 90,686.00

<b>Tax Accountant I</b>	\$ 67,349.00	\$ 2,443.00	\$ 69,792.00			\$ 60,631.00	\$ 75,125.00
<b>Auditing Director</b>	\$ 206,774.00	\$ 39,052.00	\$ 245,826.00			\$ 187,349.00	\$ 229,091.00
<b>Auditing Manager</b>	\$ 145,538.00	\$ 14,286.00	\$ 159,824.00			\$ 129,422.00	\$ 163,780.00
<b>Auditing Supervisor I</b>	\$ 99,769.00	\$ 2,913.00	\$ 102,682.00			\$ 85,518.00	\$ 114,433.00
<b>Internal Auditor IV</b>	\$ 123,551.00	\$ 8,561.00	\$ 132,112.00			\$ 112,083.00	\$ 136,018.00
<b>Internal Auditor III</b>	\$ 101,773.00	\$ 4,761.00	\$ 106,534.00			\$ 92,791.00	\$ 111,513.00
<b>Internal Auditor II</b>	\$ 81,952.00	\$ 2,745.00	\$ 84,697.00			\$ 74,183.00	\$ 91,141.00
<b>Internal Auditor I</b>	\$ 67,979.00	\$ 1,745.00	\$ 69,724.00			\$ 62,383.00	\$ 74,661.00

GUIDE:

I = under 2 years

II = 2-4 years

III = 4-7 yrs

IV= 6-8

Source: Salary.com JANUARY 2024, Illinois, Chicago Metro Zip 60601

Cell: A8

Note: Responsible for developing an organization's overall financial policies. Provides strategic direction of all financial functions including accounting, budget, credit, insurance, tax, and treasury. Ensures that proper financial controls are in place and that financial transactions support the overall business strategy while conforming with applicable laws and regulations. Typically requires an advanced degree. Typically reports to Chief Executive Officer or Chief Operating Officer. May require a CPA. Top level or C level management. Responsible for the development of functional or business unit strategy for the entire organization. Defines corporate vision and strategy establishes company direction and focus. Executes multiple high impact initiatives to achieve overall corporate goals.  
Alternate job titles: VP, Finance, CFO, Top Financial Executive, Top Financial Officer

Cell: A10

Note: Leads and directs an organization's accounting functions. Establishes and maintains the organization's overall accounting systems, procedures, and policies. Directs all analysis and reporting of financial information including budgets, planning, and required filings and reports. Presents findings and recommendations to management. Requires bachelors degree in accounting or finance. Typically requires CPA. Typically reports to Chief Financial Officer (CFO). Manages business unit, division, or corporate function with major organizational impact. Establishes overall direction and strategic initiatives for the given major function or line of business. Has acquired the business acumen and leadership experience to become top function or division head.

Cell: A12

Note: Directs and guides the overall accounting functions of the division. Establishes and maintains the division's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. May need to plan and analyze budget and cost statistics for internal control use. Requires a bachelor's degree. Typically reports to top management. Manages a departmental function within a broader corporate function. Develops major goals to support broad functional objectives. Approves policies developed within various sub-functions and departments. Comprehensive knowledge of the overall departmental function. Typically requires 8+ years of managerial experience.  
Alternate job title: Top Division Controller

Cell: A14

Note: Directs the establishment and implementation of an organization's accounting policies and procedures. Has overall responsibility for assigned accounting operations and systems as well as associated analysis and report preparation. Leads and directs accounting professional and support staff through subordinate managers. Requires a bachelor's degree. May require CPA certification. Typically reports to the CFO or top management. Manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience.  
Alternate Title: Director of Accounting

Cell: A16

Note: Manages various accounting functions including ledger maintenance, accounts payable, accounts receivable, revenue and asset accounting, as well as associated analysis and reporting. Evaluates and makes improvements to accounting processes while ensuring that practices comply with organization accounting policies and applicable laws and regulations. Leads and directs accounting professional and support staff, including subordinate supervisors. Requires a bachelor's degree. May

require CPA certification. Typically reports to a director or head of a unit/department. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Alternate titles: General Accounting Manager, Manager of Accounting

Cell: A18

Note: Supervises accounting staff in the day to day operations of one or more accounting functions, including accounts payable, accounts receivable, ledger maintenance, revenue and asset accounting as well as associated analysis and reporting. Oversees calculating, posting, and verification of financial data for use in maintaining accounting and statistical records. Maintains the integrity of accounting records by ensuring that staff complies with organization accounting policies and procedures. Typically requires a bachelor's degree or its equivalent. Typically reports to a manager. Supervises a group of primarily para-professional level staffs. May also be a level above a supervisor within high volume administrative/ production environments. Makes day-to-day decisions within or for a group/small department. Has some authority for personnel actions. Typically requires 3-5 years experience in the related area as an individual contributor. Thorough knowledge of functional area and department processes.

Alternate Title: Supervisor, Accounting

Cell: A20

Note: Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares complex balance sheets, profit and loss statements and other financial reports. Analyzes current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Supervises and guides the work of lower level accountants. Requires a bachelor's degree. May require CPA certification. Typically reports to a manager or head of a unit/department. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Alternate job title: Lead Accountant

Cell: A22

Note: Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares complex balance sheets, profit and loss statements and other financial reports. Analyzes current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. May supervise and guide lower-level accountants. Requires a bachelor's degree. May require CPA certification. Typically reports to a supervisor or manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.

Alternate Title: Senior Accountant

Cell: A24

Note: Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares balance sheets, profit and loss statements and other financial reports. Analyzes current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Requires a bachelor's degree. May require eligibility to sit for CPA exam. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.

Alternate Title: Intermediate Level Accountant



Cell: A26

Note: Assists in maintaining financial records and ensuring that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Compiles financial data to aid more senior accountants in the preparation of balance sheets, profit and loss statements and other financial reports. Assists in analyzing current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Requires a bachelor's degree. May require eligibility to sit for CPA exam. Typically reports to a supervisor or manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience.

Alternate Titles: Entry Level Accountant

Cell: A28

Note: Performs a range of routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports. Reviews, codes, and verifies transactions and journal entries. Researches and resolves issues and exceptions. Completes simple and complex calculations and assists with trial balances. May also process accounts payable and receivable transactions. May be responsible for the processing of a group of accounts and is a resource for less experienced clerks. Has a deep understanding of bookkeeping and accounting principles. Is proficient with spreadsheets and other software tools. Typically requires a high school diploma or its equivalent. Typically reports to the Manager or the Supervisor. Has gained proficiency in multiple competencies relevant to the job. Works independently within established procedures associated with the specific job function. Typically requires 3-5 years of related experience.

Alternate Title: Senior Accounting Clerk

Cell: A30

Note: Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports. Reviews, codes and verifies transactions and journal entries. Completes moderately complex calculations. Reconciles accounts and bank statements. May also process accounts payable and receivable transactions. Has a basic understanding of bookkeeping and accounting principles. Typically requires a high school diploma. Typically reports to a supervisor. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience. Alternate Title: Intermediate Level Accounting Clerk

Cell: A32

Note: Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports. Posts journal entries and verifies billings, invoices and checks. Assists in completing moderately complex calculations. Reconciles accounts and bank statements. Has a basic understanding of bookkeeping and accounting principles. Is proficient with spreadsheets and other software tools. Typically requires a high school diploma. Typically reports to a supervisor or Manager. Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience.

Alternate Title: Entry Level Accounting Clerk

Cell: A34

Note: Manages all activities in the accounts payable function. Ensures timely payments of vendor invoices and expense vouchers and maintains accurate records and control reports. Reviews applicable accounting reports and accounts payable register to ensure accuracy. Typically requires a bachelor's degree. Typically reports to a head of a unit/department. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required. Alternate Title: AP Manager

Cell: A36

Note: Responsible for activities and operations in the accounts payable function for the organization. Analyzes invoices and expense reports for accuracy and eligibility for payment. Ensures timely payments of vendor invoices and expense vouchers and maintains accurate financial records and control reports. Prepares accounts payable register and related reports in a timely manner. May require a bachelor's degree. Typically reports to a manager. Supervises a small group of para-professional staff in an organization characterized by highly transactional or repetitive processes. Contributes to the development of processes and procedures. Thorough knowledge of functional area under supervision. Typically requires 3 years experience in the related area as an individual contributor. Alternate job titles: Accounts Payable Supervisor II, AP Supervisor II

Cell: A38

Note: Manages all activities in the accounts payable/receivable function. Ensures timely payments of vendor invoices and expense vouchers and maintains accurate records and control reports. Manages collection activities such as sending follow-up inquiries, negotiating with past due accounts, and referring accounts to collection agencies. Recommends improvements to accounts payable/receivable processes. Requires a bachelor's degree of accounting or finance. Typically reports to a head of unit/department. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required. Alternate Titles: AP/AR Manager, Accounts Receivable/Payable Manager, AR/AP Manager

Cell: A40

Note: Supervises activities in the accounts payable/receivable function. Ensures timely payments of vendor invoices and expense vouchers, maintains accurate records and control reports. Negotiates with past due accounts, ensures outstanding account balance. Maintains cash receipts and refers accounts to collection agencies. Suggests improvements to accounts payable/receivable processes. Requires a bachelor's degree of accounting or finance. Typically reports to a manager. Supervises a small group of para-professional staff in an organization characterized by highly transactional or repetitive processes. Contributes to the development of processes and procedures. Thorough knowledge of functional area under supervision. Typically requires 3 years experience in the related area as an individual contributor.

Cell: A42

Note: Prepares and processes payments accurately and on time for amounts owed by the company. Reviews and verifies all purchase orders, statements, and invoices needed to prepare payments. Reconciles bills and balances accounts. Identifies and resolves any discrepancies to an account. Tracks all payment and transaction records using applicable systems. May maintain vendor files. Requires a high school diploma or its equivalent. Typically reports to Account Supervisor or Account Manager. Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience. Alternate Title: AP Clerk, Billing Clerk

Cell: A44

Note: Controls all activities in the accounts receivable function. Manages collection activities such as sending follow-up inquiries, negotiating with past due accounts, keeping track of cash receipts and referring accounts to collection agencies. Ensures accurate receivable records and verifies outstanding account balances. Creates financial reports relating to account receivable function and status of accounts. Audits methods and procedures of accounts receivable function to improve efficiency. Requires a bachelor's degree of accounting or finance. Typically reports to a director. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may

be required.

Alternate Title: A/R Manager

Cell: A46

Note: Responsible for activities and operations in the accounts receivable function for the organization. Processes invoices and sends follow-up inquiries regarding payments for the organization. Negotiates with past due accounts, maintains cash receipts and refers accounts to collection agencies as necessary. Resolves all payment issues in a timely manner. Maintains and updates accurate financial records. May require a bachelor's degree. Typically reports to a manager. Supervises a small group of para-professional staff in an organization characterized by highly transactional or repetitive processes. Contributes to the development of processes and procedures. Thorough knowledge of functional area under supervision. Typically requires 3 years experience in the related area as an individual contributor. Alternate job title: Accounts Receivable Supervisor II, AR Supervisor II

Cell: A48

Note: Records and verifies payments received by the company accurately and promptly. Posts, updates, and reconciles accounts using applicable systems. Prepares routine reports of delinquent or problem accounts. May provide verification of payment to customers and others as needed. Requires a high school diploma or its equivalent. Typically reports to a supervisor or manager. Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience. Alternate Titles: Credit & Collections Clerk, AR Clerk

Cell: A50

Note: Maintains and records a complete and systematic set of business transactions. Balances ledgers, reconciles accounts, and prepares reports to show receipts, expenditures, accounts receivable, and payable. Follows bookkeeping procedures established by the organization. May require an associate's degree or its equivalent. Typically reports to a supervisor or a manager. Gaining or has attained full proficiency in a specific area of discipline. Works under moderate supervision. Typically requires 1-3 years of related experience.

Cell: A52

Note: Responsible for overseeing the processing of company payroll. Ensures accurate calculation of wages, tax withholdings, and company deductions. Prepares statistical reports on employee pay, commissions and bonuses, vacation, sick time, disability and workers compensation leave, and taxes/withholdings, etc. Ensures proper governmental reporting and compliance. Directs the activities of small staff of professionals and support staff. May require accountability to both finance and human resource departments. Requires bachelors degree. Typically reports to Controller or Human Resources Manager. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years experience in the related areas an individual contributor. 1 - 3 years supervisory experience may be required. Extensive knowledge of the function and department processes.

Cell: A54

Note: Responsible for processing company payroll. Ensures accurate calculation of wages, tax withholding, and company deductions. Prepares statistical reports on

employee pay, commissions and bonuses; vacation, sick, disability and workers compensation leave; taxes, withholding, etc. Oversees the distribution of paychecks or arranges direct deposit programs. Ensures payroll records are updated and reports on any matters of interest. Typically requires a bachelor's degree. Typically reports to a manager. Supervises a group of primarily para-professional level staffs. May also be a level above a supervisor within high volume administrative/production environments. Makes day-to-day decisions within or for a group/small department. Has some authority for personnel actions. Typically requires 3-5 years experience in the related area as an individual contributor. Thorough knowledge of functional area and department processes. Alternate job title: Payroll Supervisor II

Cell: A56

Note: Responsible for the accurate preparation, documentation, and distribution of payroll via the payroll system. Reviews the computation of pay and ensures the company payroll policies are in accordance with the government regulations. Responds to and resolves any inquiries regarding paychecks. May coordinate payroll with outside service provider. May require an associate's degree or its equivalent. Typically reports to a Payroll Manager. Gaining exposure to some of the complex tasks within the job function. Typically requires 2 to 4 years of related experience.

Cell: A58

Note: Prepares the monthly payroll information by entering payroll data to payroll system. Reviews changes to base salary, tax, etc. ensuring accuracy of payroll system. Responsible for balancing payroll runs, producing federal, state, and local tax payments, and answering employee questions/troubleshooting issues. May provide support of governmental reporting. Typically requires a high school diploma or its equivalent. Typically reports to a Manager. Gaining or has attained full proficiency in a specific area of discipline. Works under moderate supervision. Typically requires 1-3 years of related experience or may have 0 years of experience plus an associates degree, or additional training, or certification. Alternate Title: Senior Payroll Clerk

Cell: A60

Note: Prepares the monthly payroll information by entering payroll data to payroll system. Responsible for balancing payroll runs, producing federal, state, and local tax payments. Answers questions and requirements about payroll information. May maintain records on vacation, sick leave, etc. Typically requires a high school diploma or its equivalent. Typically reports to a Supervisor or a Manager. Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience. Alternate Title: Entry Level Payroll Clerk

Cell: A62

Note: Manages the accounting services function of a plant including general and cost accounting, payables/receivables and payroll. Ensures the plant's accounting processes and systems comply with company policies, applicable regulations, and provide required information. Responsible for the preparation of financial, production output, and other reports used to measure and control plant activities and costs. Requires a bachelor's degree of accounting or related field. Typically reports to top management. May require Certified Public Accountant (CPA). Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A64

Note: Provides accounting services for a plant. Responsibilities include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Compiles and prepares analysis and reports of accounting activity and data. Prepares balance sheets, profit and loss statements, and reconciliations. Typically requires a bachelor's degree of accounting or related field. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.

Cell: A66

Note: Ensures that costs for the company's products and services are allocated according to corporate procedures and in compliance financial accounting standards. Oversees the cost control systems, manages and interprets cost audits, and prepares cost accounting reports for presentation to top management. Gathers historical cost data (materials, labor, depreciation, operating expenses, etc.), to compare budgets with actual expenses. Manages the cost accounting staff to complete projects. Requires a bachelor's degree or its equivalent. Typically reports to a Director. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met, adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in a related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A68

Note: Oversees the preparation and analysis of cost reports and costing audits. Identifies and examines costs that are inconsistent with projected values. Typically requires a bachelor's degree. Typically reports to a manager or head of a unit/department. Supervises a small group of para-professional staff in an organization characterized by highly transactional or repetitive processes. Contributes to the development of processes and procedures. Thorough knowledge of functional area under supervision. Typically requires 3 years experience in the related area as an individual contributor.

Cell: A70

Note: Oversees the preparation and analysis of cost reports and costing audits. Identifies and examines costs that are inconsistent with projected values. Typically requires a bachelor's degree. Typically reports to a manager or head of a unit/department. Working team member that may validate or coordinate the work of others on a support team. Suggests improvements to process, is a knowledge resource for other team members. Has no authority for staff actions. Generally has a minimum of 2 years experience as an individual contributor. Thorough knowledge of the team processes.

Cell: A72

Note: Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Requires bachelor's degree. May report to an executive or manager. Typically requires 4 to 7 years of related experience. Contributes to moderately complex aspects of project. Work is generally independent and collaborative in nature.

Alternate Title: Senior Cost Accountant

Cell: A74

Note: Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. May require bachelor's degree. Typically reports to supervisor or manager. Typically requires 2 to 4 years of related experience. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work.

Alternate Title: Intermediate Level Cost Accountant

Cell: A76

Note: Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. May require bachelor's degree. Typically reports to supervisor or manager. Typically requires 0-2 years of related experience. Works on projects/matters of limited complexity in support role. Work is closely managed.  
Alternate Title: Entry Level Cost Accountant

Cell: A78

Note: Provides cost analysis results to assist senior management in decision making or other financial initiatives. Monitors, analyzes, and reports on inventory valuation, production, and various other costs. Review reports/data files and makes recommendations. Ensures productivity analysis is provided for utilization. Requires a bachelor's degree or its equivalent. Typically reports to a Manager. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Cell: A80

Note: Provides cost analysis results to assist management in decision making or other financial initiatives. Generates reports by analyzing the costs and resources, and helps determine actionable projects based on the reports. Responsible for identifying existing trends and monitoring changes over time. May guide the work of lower-level staff. Requires a bachelor's degree or its equivalent. Typically reports to a Manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience. Alternate Title: Senior Level Cost Analyst

Cell: A82

Note: Provides cost analysis results to assist management in decision making or other financial initiatives. Performs variance analysis between actual and standard costs. Monitors, analyzes, and reports on inventory valuation, production, and various other costs. Typically requires a bachelor's degree or its equivalent. Typically reports to a Manager. Has exposure to some of the more complex tasks within the job function. Some supervision in several aspects of the work required. Typically requires 2 to 4 years of related experience.  
Alternate Title: Intermediate Level Cost Analyst

Cell: A84

Note: Performs variance analysis between actual and standard costs to assist management in decision making or other financial initiatives. Monitors, analyzes, and reports on inventory valuation, production, and various other costs. Provides productivity analysis. May require a bachelor's degree or its equivalent. Typically reports to a Manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience. Alternate Title: Entry Level Cost Analyst

Cell: A86

Note: Leads the overall credit function. Designs and implements processes to improve cash flow and reduce receivables. Develops policies regarding the investigation of customers, extension of credit lines, and collections. Consults with current and future clients regarding their level of credit. Oversees the negotiation and course of action taken for overdue accounts. Typically requires a bachelor's degree. Typically reports to top management. Manages a departmental sub-function within a

broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience.

Cell: A88

Note: Develops and administers credit and collection programs. Oversees investigation of credit risk in customers and suppliers and advises on course of action for credit applications. Designs and implements processes to improve cashflow and reduce receivables. Monitors and negotiates on the collection of overdue accounts. Monitors credit and collection processes and operations; makes recommendations on opportunities for improvement. Requires a bachelor's degree. Typically reports to top management. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A90

Note: Responsible for the activities and operations in the credit and collections department. Oversees the processing and verification of applications for credit and the solicitation for payment on overdue accounts. Investigates credit issues and suggests payment options to be approved. Ensures collectors follow all protocols, laws and regulations to collect payments efficiently. May require a bachelor's degree. Typically reports to a manager. Supervises a small group of para-professional staff in an organization characterized by highly transactional or repetitive processes. Contributes to the development of processes and procedures. Thorough knowledge of functional area under supervision. Typically requires 3 years experience in the related area as an individual contributor.

Alternate job title: Credit and Collection Supervisor II

Cell: A92

Note: Evaluates and suggests creditworthiness of prospects and customers to decrease financial risk to the organization. Checks credit applications and grants approval within established guidelines for organizations or individuals. Communicates with the customers and other departments to solve the credit problems. May negotiate terms of payment to assist with collection of overdue balances. Requires a high school diploma or its equivalent. Typically reports to Supervisor or Manager. Gaining or has attained full proficiency in a specific area of discipline. Works under moderate supervision. Typically requires 1-3 years of related experience. Alternate Title: Senior Credit Clerk

Cell: A94

Note: Evaluates and suggests creditworthiness of prospects and customers to decrease financial risk to the organization. Checks credit applications and grants approval within established guidelines for organizations or individuals. Communicates with the customers and other departments to solve the credit problems. May negotiate terms of payment to assist with collection of overdue balances. Requires a high school diploma or its equivalent. Typically reports to a supervisor or manager. Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience.

Cell: A96

Note: Analyzes the creditworthiness of prospective and current customers. Examines credit history using credit agency tools and evaluates potential risks. Makes recommendations on credit extensions within established guidelines. May make recommendations regarding bad debt or write-offs. Typically requires a bachelor's

degree. Typically reports to an executive or a manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience. Alternate Title: Senior Credit Analyst

Cell: A98

Note: Analyzes the creditworthiness of prospective and current customers. Examines credit history using credit agency tools and evaluates potential risks. Makes recommendations on credit extensions within established guidelines. Typically requires a bachelor's degree. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience. Alternate Title: Intermediate Level Credit Analyst

Cell: A100

Note: Analyzes the creditworthiness of prospective and current customers. Examines credit history using credit agency tools and evaluates potential risks. Makes recommendations on credit extensions within established guidelines. May make recommendations regarding bad debt or write-offs. Typically requires a bachelor's degree. Typically reports to a supervisor or manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience. Alternate Title: Entry Level Credit Analyst

Cell: A102

Note: Responsible for initiating calls to complex and difficult delinquent customers by phone, mail or personal visit to collect payments and settle accounts. Follows-up on delinquent accounts, updates and maintains accurate financial records including accounting, receivable, and credit records. May require an associate's degree. Typically reports to a supervisor. Has gained proficiency in multiple competencies relevant to the job. Works independently within established procedures associated with the specific job function. Typically requires 3-5 years of related experience. Alternate Titles: Senior Level Collections Representative, Senior Level Collector Representative, Collector III

Cell: A104

Note: Responsible for initiating calls to delinquent customers by phone, mail or personal visit to collect payments and settle accounts. Follows-up delinquent accounts, updates and maintains accurate financial records including accounting, receivable, and credit records. May require an associate's degree. Typically reports to a supervisor. Gaining or has attained full proficiency in a specific area of discipline. Works under moderate supervision. Typically requires 1-3 years of related experience. Alternate Titles: Intermediate Level Collections Representative, Intermediate Level Collector Representative, Collector II

Cell: A106

Note: Responsible for initiating calls with delinquent customers by phone, mail or personal visit to collect payments and settle accounts. Follows-up delinquent accounts, updates and maintains accurate financial records including accounting, receivable, and credit records. Requires a high school diploma. Typically reports to a supervisor. Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May



require 0-1 year of general work experience. Alternate Titles: Entry Level Collections Representative, Entry Level Collector Representative, Collector I

Cell: A108

Note: Directs and oversees the functions of the revenue accounting department. Develops policies and systems and reviews contracts to ensure that revenue is recorded in compliance with GAAP. Monitors the month-end revenue close. May assist in the preparation of SEC filings or interface with external auditors as needed. Requires a bachelor's degree. Typically reports to top management. May require Certified Public Accountant (CPA). Manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience.

Cell: A110

Note: Manages the daily activities and the staff of the revenue accounting department. Ensures compliance with applicable policies and reviews contracts to ensure that revenue is recorded in compliance with GAAP. Monitors the month-end revenue close. May assist in the preparation of SEC filings or interface with external auditors as needed. Requires a bachelor's degree of accounting. Typically reports to the head of a unit/department. May require Certified Public Accountant (CPA). Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Capable of resolving escalated issues arising from operations and requiring coordination with other departments. Typically requires 3+ years of managerial experience.

Cell: A112

Note: Compiles and analyzes detailed revenue information for an organization. Monitors economic conditions and conducts revenue forecast analysis, suggests strategies to boost revenue. Reviews organizational billing practices to ensure invoice accuracy and proper revenue recognition. Prepares weekly, monthly, quarterly and annual reports for management. May provide support on special or large analysis projects. Requires a bachelor's degree of economics or related field. Typically reports to a manager. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Cell: A114

Note: Compiles and analyzes detailed revenue information for an organization. Monitors economic conditions and conducts revenue forecast analysis, suggests strategies to boost revenue. Reviews organizational billing practices to ensure invoice accuracy and proper revenue recognition. Prepares weekly, monthly, quarterly and annual reports for management. May provide support on special or large analysis projects. Requires a bachelor's degree of economics or related field. Typically reports to a manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.

Alternate Title: Senior Level Revenue Analyst

Cell: A116

Note: Compiles and analyzes detailed revenue information for an organization. Monitors economic conditions and conducts revenue forecast analysis, suggests strategies

to boost revenue. Reviews organizational billing practices to ensure invoice accuracy and proper revenue recognition. Prepares weekly, monthly, quarterly and annual reports for management. May provide support on special or large analysis projects. Requires a bachelor's degree of economics or related field. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.

Alternate Title: Intermediate Level Revenue Analyst

Cell: A118

Note: Compiles and analyzes detailed revenue information for an organization. Monitors economic conditions and conducts revenue forecast analysis, suggests strategies to boost revenue. Reviews organizational billing practices to ensure invoice accuracy and proper revenue recognition. Prepares weekly, monthly, quarterly and annual reports for management. Requires a bachelor's degree of economics or related field. Typically reports to a supervisor or manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience.

Alternate Title: Entry Level Revenue Analyst

Cell: A120

Note: Leads the development, implementation, and administration of the organization's financial systems. Researches financial record-keeping and reporting requirements and ensures that systems are modified to meet these requirements. Establishes best practices for financial systems use and ensures that these practices are used throughout the organization. Manages financial systems analysts and trains departmental staff as needed. Requires a bachelor's degree. Typically reports to Executive. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A122

Note: Responsible for financial planning and modeling. Manages the financial analysis projects and statistical studies. Provides key financial analysis and management reporting by managing various monthly reporting processes. Provides guidance on investment and project decisions. Requires a bachelor's degree. Typically reports to a director or top management. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A124

Note: Responsible for the preparation, coordination, and documentation of more complex financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in manufacturing, sales, finance, general business conditions, and other related areas. Identifies trends and developments in competitive environments and presents findings to senior management. May conduct special financial and business related studies and cooperates with other departments in the preparation of analyses. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree of accounting or finance. Typically reports to a supervisor or manager. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience. Alternate Title: Financial Planning Analyst IV

Cell: A126

Note: Responsible for the preparation, coordination, and documentation of financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in manufacturing, sales, finance, general business conditions, and other related areas. Identifies trends and developments in competitive environments and presents findings to senior management. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. May conduct special financial and business related studies and cooperates with other departments in the preparation of analyses. Requires a bachelor's degree. Typically reports to a supervisor or manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.

Alternate Titles: Senior Level Financial Analyst, Financial Planning Analyst III

Cell: A128

Note: Responsible for the preparation, coordination, and documentation of financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in manufacturing, sales, finance, general business conditions, and other related areas. Responsible for the reconciliation of internal accounts. Identifies trends and developments in competitive environments and presents findings to senior management. Requires a bachelor's degree. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.

Alternate Titles: Intermediate Level Financial Analyst, Financial Planning Analyst II

Cell: A130

Note: Responsible for assisting in preparation, coordination, and documentation of financial analysis projects. Provides analytical support for forward-looking financial and business-related projects. Assists in the preparation of forecasts and analysis of trends in manufacturing, sales, finance, general business conditions, and other related areas. Assists in financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree. Typically reports to a supervisor or manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience.

Alternate Titles: Entry Level Financial Analyst, Financial Planning Analyst

Cell: A132

Note: Directs and oversees the preparation and distribution of all periodic financial statements for external use. Ensures that reports, filings and documentation complies with company's regulations, professional standards, and SEC and GAAP reporting guidelines. Confirms that entries, transactions, and accounts are accurately and properly consolidated and are included in internal and external financial statements. Advises management of trends and changes in reporting requirements and recommends best approach for any changes in reporting. May serve as a liaison with or oversee the work of external auditors. May direct the preparation of materials for board or shareholders. Requires a bachelor's degree of Accounting or Finance. Typically reports to top management. Manages a departmental sub-function within

a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience.

Cell: A134

Note: Responsible for managing the preparation and distribution of periodic financial statements for external use. Ensures that reports, filings and documentation complies with company's regulations, professional standards, and SEC and GAAP reporting guidelines. Manages the financial reporting staff May work with external auditors to provide requested information. May assist with the preparation of materials for board or shareholders. Requires a bachelor's degree of Accounting or Finance. Typically reports to top management. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A136

Note: Supervises employees responsible for the preparation and distribution of annual and/or quarterly financial statements for external use. Ensures that all documentation complies with company regulations, professional standards, and SEC and GAAP reporting guidelines. May serve as a liaison with external auditors. May require a bachelor's degree. Typically reports to a manager or head of a unit/department. Supervises a group of primarily para-professional level staffs. May also be a level above a supervisor within high volume administrative/ production environments. Makes day-to-day decisions within or for a group/small department. Has some authority for personnel actions. Thorough knowledge of department processes. Typically requires 3-5 years experience in the related area as an individual contributor. Alternate Title: Level III Financial Reporting Supervisor

Cell: A138

Note: Prepares periodic financial statements required for external reporting. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Consolidates entries and accounts to be utilized in financial statements. Prepares internal reports as required. Researches accounting rules and regulations and makes recommendations regarding company policy. May provide support and assistance to external auditors. Requires a bachelor's degree of Accounting or Finance. Typically reports to a manager or head of a unit/department. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Cell: A140

Note: Prepares periodic financial statements required for external reporting. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Consolidates entries and accounts to be utilized in financial statements. Prepares internal reports as required. Researches accounting rules and regulations and makes recommendations regarding company policy. May provide support and assistance to external auditors. Requires a bachelor's degree of Accounting or Finance. Typically reports to a supervisor or manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience. Alternate Title: Senior Level Financial Reporting Accountant

Cell: A142

Note: Prepares periodic financial statements required for external reporting. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Consolidates entries and accounts to be utilized in financial statements. Prepares internal reports as required. Researches accounting rules and regulations and makes recommendations regarding company policy. May provide support and assistance to external auditors. Requires a bachelor's degree of Accounting or Finance. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience. Alternate Title: Intermediate Level Financial Reporting Accountant

Cell: A144

Note: Prepares periodic financial statements required for external reporting. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting regulations and guidelines. Consolidates entries and accounts to be utilized in financial statements. Prepares internal reports as required. Researches accounting rules and regulations and makes recommendations regarding company policy. May provide support and assistance to external auditors. Requires a bachelor's degree of Accounting or Finance. Typically reports to a supervisor or manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience. Alternate Title: Entry Level Financial Reporting Accountant

Cell: A146

Note: Directs and manages treasury activities of an organization. Guarantees the financial transactions, policies, and procedures fulfill the organization's goals and requirements, as well as regulatory body requirements. Oversees the corporate banking, credit and investment functions. Requires bachelors degree. Typically reports to top financial officer or CEO. Manages business unit, division, or corporate function with major organizational impact. Establishes overall direction and strategic initiatives for the given major function or line of business. Has acquired the business acumen and leadership experience to become top function or division head.

Cell: A148

Note: Executes the development and implementation of treasury functions. Allocates cash balances, maintains investment records, and prepares expense and earning forecasts. Ensures policies and procedures meet the organization's objectives, needs, and regulatory body requirements. Researches economic trends and investment opportunities. Requires a bachelor's degree. Typically reports to an Executive. Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Cell: A150

Note: Manages day-to-day activities in treasury functions to meet the financial obligations of the organization. Performs treasury activities related to cash flow, borrowings, debt, and capital management. Allocates cash balances, maintains investment records, and prepares expense and earning forecasts. Ensures policies and procedures meet the organization's objectives, needs, and regulatory body requirements. Determines procurement of funds and monitors investments and collections. Requires a bachelor's degree. Typically reports to a Director. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Alternate Title: Treasury Operations Manager

Cell: A152

Note: Makes financial plans and analysis to forecast budgets and financial status. Oversees corporate cash management, credit administration, administration of business insurance programs, and potentially also stock programs in an independent corporation or subsidiary. Researches economic trends and investment opportunities. Determines procurement of funds and monitors investments and collections. Prepares reports of analysis findings and presents to managers for decision support. Requires a bachelor's degree. Typically reports to a supervisor or manager. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Cell: A154

Note: Makes financial plans and analysis to forecast budgets and financial status. Oversees corporate cash management, credit administration, administration of business insurance programs, and potentially also stock programs in an independent corporation or subsidiary. Monitors corporate daily cash management, credit administration, administration of business insurance programs, and potentially also stock programs in an independent corporation or subsidiary. Prepares reports of analysis findings and presents to managers for decision support. Determines procurement of funds and monitors investments and collections. Requires a bachelor's degree. Typically reports to a supervisor or manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience. Alternate Title: Senior Treasury Analyst

Cell: A156

Note: Provides financial planning and analysis in the conduct of daily treasury activities. Oversees corporate cash management, credit administration, administration of business insurance programs, and potentially also stock programs in an independent corporation or subsidiary. Researches economic trends and investment opportunities. May assist senior staff with preparing materials and reports using standard methodologies and procedures. Determines procurement of funds and monitors investments and collections. Requires a bachelor's degree. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience. Alternate Title: Intermediate Level Treasury Analyst

Cell: A158

Note: Provides financial planning and analysis in the conduct of daily treasury activities. Oversees corporate cash management, credit administration, administration of business insurance programs, and potentially also stock programs in an independent corporation or subsidiary. Researches economic trends and investment opportunities. May assist senior staff with preparing materials and reports using standard methodologies and procedures. Determines procurement of funds and monitors investments and collections. Typically requires a bachelor's degree. Typically reports to a supervisor or manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience. Alternate Title: Entry Level Treasury Analyst

Cell: A160

Note: Determines corporate cash requirements and oversees short-term cash assets or liabilities. Develops corporate investment strategy while maintaining liquidity. Typically manages the organization's bank accounts, including the oversight of staff responsible for account reconciliation, transfer of funds, or purchase or sale of

foreign currencies. May require bachelor's degree. Typically reports to top management. Manages departmental sub-function within broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience.

Cell: A162

Note: Determines corporate cash requirements and maintains appropriate cash flow. Responsible for managing lockbox deposits and disbursements and wire transfer operations. Responsible for the secure and maximum use of corporate funds by working with banks and investment firms. May require bachelor's degree. Typically reports to top management. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related areas as an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A164

Note: Monitors the cash flow into and out of the organization. Shifts funds as needed in order to maintain liquidity requirements. Initiates or approves transfers or deposits in response to the funding needs of the organization. May require an associate's degree or its equivalent. Typically reports to manager or head of unit/department. Typically requires 3-5 years of related experience. Has gained proficiency in multiple competencies relevant to the job. Works independently within established procedures associated with the specific job function.

Cell: A166

Note: Manages and controls an organization's budget, overseeing all budgeting activities. Designs and develops budgetary principles and guidelines to optimize the budget and leads the work of budget department. Analyzes the variation between actual and estimated budget and produces reports for the Board of Directors to make decisions. Requires a bachelor's degree. Typically reports to a head of a unit/department or top management. Manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience.

Cell: A168

Note: Directs and coordinates budgeting activities and the implementation of organization's budget policies. Monitors actual performance against estimates and prepares annual and intermediate budgets. Coordinates appropriations for divisional and specific programs while balancing the need for emergency funds. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree. Typically reports to a head of a unit/department or top management. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years experience in the related area as an individual contributor. 1 - 3 years supervisory experience may be required. Extensive knowledge of the function and department processes.

Cell: A170

Note: Oversees the review of expenditures and preparation of operating budgets for various departments to ensure conformance to budgetary limits. Facilitates the analysis of overruns/underruns, actual spending and revenue, and prepares a variety of statistical reports. Provides management with analysis results to help with budget decisions. May require a bachelor's degree. Typically reports to a manager or head of a unit/department. Supervises a small group of para-professional staff in an organization characterized by highly transactional or repetitive processes. Contributes to the development of processes and procedures. Thorough knowledge of functional area under supervision. Typically requires 3 years experience in the related area as an individual contributor.

Cell: A172

Note: Analyzes the organization's accounting records to determine financial resources required. Plans, analyzes, and prepares the organization's budget activities according to previous budget figures and estimated revenue. Makes recommendations for budget allocations to ensure conformance to budgetary limits. Maintains records and analyzes the difference between actual operating figures and estimated budget. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree. Typically reports to a manager or head of unit/department. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Cell: A174

Note: Analyzes the organization's accounting records to determine financial resources required. Plans, analyzes, and prepares the organization's budget according to previous budget figures and estimated revenue. Makes recommendations for budget allocations to ensure conformance to budgetary limits. Maintains records and analyzes the difference between actual operating figures and estimated budget. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree. Typically reports to a manager or head of unit/department. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience. Alternate Title: Senior Budget Analyst

Cell: A176

Note: Analyzes an organization's accounting records to determine financial resources required. Analyzes, plans, and assists with the development of the organization's budget. Reviews operating budgets to analyze trends affecting budget needs. Estimates future financial needs. Requires a bachelor's degree. Typically reports to a manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience. Alternate Title: Intermediate Level Budget Analyst

Cell: A178

Note: Analyzes an organization's accounting records to determine financial resources required. Plans, analyzes, and prepares the organization's budget activities according to previous budget figures and estimated revenue. Makes recommendations for budget allocations to ensure conformance to budgetary limits. Keeps tracks of expenses, inventories, and budget balances. Prepares financial reports. Requires a bachelor's degree. Typically reports to a supervisor or manager. Works on



projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience.

Alternate Title: Entry Level Budget Analyst

Cell: A180

Note: Directs and oversees an organization's tax policies and objectives. Monitors reporting and planning to ensure compliance with applicable tax statutes. Ensures accuracy of tax returns and works to minimize the organization's tax obligations. Requires bachelor's degree. Typically reports to top management. Manages departmental sub-function within broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience. Alternate Title: Director of Tax

Cell: A182

Note: Responsible for managing the tax accounting staff and the tax planning, reporting, and compliance functions. Oversees the preparation of all tax filings and reporting in compliance with all required regulations. Evaluates the tax implications of company activities and develops strategies to minimize the tax obligations. Advises management on future changes to tax regulations and possible impact to the organization. May manage and direct relationships with vendors and advisors. Requires a bachelor's degree. Typically reports to Tax Director or Top Tax Executive. Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Cell: A184

Note: Manages the tax research and planning functions of an organization. Researches tax regulation implications on the organization. Analyzes tax data to help minimize tax cost and comply with all present and future regulatory requirements. May have a legal background in tax regulation. Requires a bachelor's degree. Typically reports to a director or top executive. Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Capable of resolving escalated issues arising from operations and requiring coordination with other departments. Typically requires 3+ years of managerial experience.

Cell: A186

Note: Responsible for supervising the tax reporting, tax planning, and compliance function. Supervises the completion of accurate tax returns in order to minimize the tax obligations of an organization. Must be familiar with regulations at the federal, state and local level. level III supervisor has full authority and may be considered lower middle management. May require bachelor's degree in areof specialty. Typically reports to manager or head of unit/department. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related areas an individual contributor. 1 to 3 years supervisory experience may be required.

Cell: A188

Note: Responsible for supervising the tax reporting, tax planning, and compliance function. Supervises the completion of accurate tax returns in order to minimize the tax obligations of an organization. Must be familiar with regulations at the federal, state and local level. May require bachelor's degree in areof specialty. Typically reports

to manager or head of unit/department. Supervises group of primarily para-professional level staffs. May also be level above supervisor within high volume administrative/ production environments. Makes day-to-day decisions within or for group/small department. Has some authority for personnel actions. Thorough knowledge of department processes. Typically requires 3-5 years experience in the related areas an individual contributor.

Cell: A190

Note: Responsible for supervising the tax reporting, tax planning, and compliance function. Supervises the completion of accurate tax returns in order to minimize the tax obligations of an organization. Must be familiar with regulations at the federal, state and local level. May require bachelor's degree in areof specialty. Typically reports to manager or head of unit/department. Supervises small group of para-professional staff in an organization characterized by highly transactional or repetitive processes. Contributes to the development of processes and procedures. Thorough knowledge of functional areunder supervision. Typically requires 3 years experience in the related areas an individual contributor.

Cell: A192

Note: Responsible for the maintenance and preparation of tax records, tax returns, and tax-related schedules and reports. Prepares paperwork for local, state and federal level returns for submission within specified deadlines. Collects and analyzes changes in local, state and federal regulations to ensure work processes are in compliance with those changes. Typically requires a bachelor's degree. Typically reports to a manager. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Cell: A194

Note: Responsible for the maintenance of tax records and the preparation of tax returns, tax-related schedules and reports. Prepares paperwork for local, state and federal level returns for submission within specified deadlines. Responsible for the analysis of tax regulations to ensure all regulations are met by organization. May require a bachelor's degree. Typically reports to a supervisor or a manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience. Alternate Title: Senior Tax Accountant

Cell: A196

Note: Responsible for the maintenance of tax records and the preparation of tax returns, tax-related schedules and reports. Prepares paperwork for local, state and federal level returns to be submitted within specified deadlines. May analyze tax regulations to ensure all regulations are met by organization. May require a bachelor's degree. Typically reports to a supervisor or a manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience. Alternate Title: Intermediate Level Tax Accountant

Cell: A198

Note: Assists in the maintenance and preparation of tax-related items to include tax records, tax returns, tax schedules, and related tax reports. Helps with the preparation of local, state and federal level returns to be submitted within specified tax deadlines. May require a bachelor's degree. Typically reports to a supervisor or a manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience. Alternate Title: Entry Level Tax Accountant

Cell: A200

Note: Directs the auditing of accounting and financial data of various departments within an organization. Designs, develops, and implements internal auditing policies and procedures consistent with the organization's standards. Ensures accuracy and compliance with government guidelines and laws. Identifies improper accounting or

documentation and makes recommendations for improvement to top management. Requires a bachelor's degree of accounting or finance or its equivalent. Typically reports to a CFO or top management. Manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. Typically requires 5+ years of managerial experience. Alternate Titles: Auditor Director, Director of Auditing, Internal Auditing Director, Internal Audit Director

Cell: A202

Note: Oversees the auditing of accounting and financial data of various departments within an organization. Assists in the design and administration of audit policy and procedure. Writes reports on how to improve finance, operation, and management processes and systems. Coordinates projects with external auditors. May require a bachelor's degree. Typically reports to top management. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required. Alternate Titles: Auditor Manager, Manager of Auditor, Audit Manager, Internal Audit Manager

Cell: A204

Note: Supervises auditors who check financial status, accounting records, bank accounts, etc. Inspects and audits the organization's financial operations and reports any evidence of fraud. Ensures all auditing activities compliance with policies and procedures Typically requires a bachelor's degree. Typically reports to a manager. Working team member that may validate or coordinate the work of others on a support team. Suggests improvements to process, is a knowledge resource for other team members. Has no authority for staff actions. Generally has a minimum of 2 years experience as an individual contributor. Thorough knowledge of the team processes. Alternate Title: Audit Supervisor I

Cell: A206

Note: Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper accounting or documentation, researches issues and makes recommendations to improve policies or procedures accordingly. Works with outside auditors to help reconcile discrepancies or support the external auditing function. Requires a bachelor's degree. Typically reports to a manager or head of unit/department. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 6-8 years of related experience.

Cell: A208

Note: Audits complex accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies and analyzes improper accounting or documentation within the organization. Researches identified issues thoroughly and makes recommendations to improve policies or procedures accordingly. Works with outside auditors to help reconcile discrepancies or support the external auditing function. Requires a bachelor's degree of accounting. Typically reports to a manager or head of unit/department. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience. Alternate Title: Senior Internal Auditor

Cell: A210

Note: Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies and analyzes improper accounting or documentation. Researches identified issues thoroughly and makes recommendations to improve policies or procedures accordingly. May work with outside auditors to help reconcile discrepancies or support the external auditing function. Requires a bachelor's degree of accounting. Typically reports to a supervisor or manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience. Alternate Title: Intermediate Level Internal Auditor

Cell: A212

Note: Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper accounting or documentation within the organization. Researches identified issues and makes recommendations to improve policies or procedures accordingly. May work with outside auditors to help reconcile discrepancies or support the external auditing function. Requires a bachelor's degree of accounting. Typically reports to a supervisor or manager. Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience. Alternate Title: Entry Level Internal Auditor