



JOB ANNOUNCEMENT

ACCOUNTANT

**Chicago Department of Aviation
CDA – Finance Section**

Number of Positions: 1

(additional vacancies possible pending budget approval)

Starting Salary: \$68,616.00/Year

Applications for this position will be accepted until 11:59pm CDT on 09/04/2026

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Description

Under supervision, performs professional accounting duties at the intermediate level where the position works independently on moderately complex accounting assignments, and performs related duties as required.

ESSENTIAL DUTIES

- **Identify tenants with collectible periods and amounts when invoices are overdue by more than 30 days**
- **Prepare and send Dunning letters (7A and 7B letters via certified mail) using FMS system contact information**
- **Contact tenant representatives via email and phone to resolve invoicing issues, remaining balances, and unapplied/misapplied check issues**
- **Update the Age Summary Report on a daily basis to reflect current collection statuses.**
- **Prepare and present reports following the Aging Report meetings to track actions and outcomes**
- **Monitor accounting and financial records in the system to ensure accuracy in entries**
- **Assist in preparing financial statements and reports as needed, ensuring accuracy and adherence to accounting principles.**
- **Performs related duties as required**

Location: 8420 West Bryn Mawr Avenue, 7th Floor

Days: M - F

Hours: 8:30AM - 4:30PM

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

Graduation from an accredited college or university with a Bachelor's degree or higher in Accounting or a directly related field, plus 15 semester hours in Accounting

Selection Criteria

This position requires applicants to complete an **interview**. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral part of the interview will be selected.

NOTE: The candidate selected for hire must pass an airport background check and a Security Threat Assessment (STA).

For information about City of Chicago employee benefits, please [click here](#)

For information about City of Chicago salaries and job titles, please [click here](#)

APPLICATION EVALUATION: Initial evaluation will be based on the information provided on the application and the documents submitted. Department of Human Resources staff will review applications after the final posting date. Staff will follow all required employment/hiring plan provisions, federal, state, and local laws, and collective bargaining agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience, the City of Chicago has adopted ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet the minimum qualifications and who are veterans of the Armed Forces of the United States, residents of Socio-Economically Disadvantaged Areas (SEDA), and/or Chicago Public School (CPS) high school graduates. These hiring preferences do not apply to bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates. The learn more about our hiring processes [click here](#).

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer and Fair Chance Employer

**City of Chicago
Brandon Johnson, Mayor**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

Job Search - Basic Search - Taleo

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Accountant – O'Hare**

Accountant (O'Hare)

\$68,616.00

Job #416595

08/21/26 - 09/04/26

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. Job postings will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)