North Central
Regional Transit District
Job Description

Title: Senior Accountant                  Code: 210
Division: Finance                        Effective Date: 04/13
Department: Administration              Last Updated: 04/19

FLSA Status: Exempt

GENERAL PURPOSE
Performs a variety of full performance professional quantitative and qualitative financial analysis and accounting work in the development, implementation, and management of the district budget, applying fundamental budgetary concepts, practices, and procedures; maintains the accuracy of the District’s general ledger financial system; applies accepted accounting principles (GAAP) and procedures recommended by the Government Accounting Standards Board (GASB) to analyze financial information, prepares accurate financial reports, and ensures appropriate accounting internal control procedures. Supports the Finance Director in all key areas of finance responsibility and performs and leads special projects as directed.

SUPERVISION RECEIVED
Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED
Provides functional supervision to Staff Accountant and/or Finance Specialist on a project-by-project basis while in training or as needed.

ESSENTIAL FUNCTIONS
Assists with the management of Finance Department operations. Performs a variety professional-level governmental accounting and performs complex analysis and accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, payroll functions, HR benefits administration, purchasing and budgetary functions.

Analyzes, reviews, and approves documents and accounting entries to ensure accuracy of information and calculations for each account of record; maintains the necessary records/files to support transactions related to area of assignment; ensures proper coding of the general ledger account, verifies, accounts payable entries, billing, cash receipts, and adjusting journal entries.

Coordinates with the Finance Director the preparation of year-end closing; monitors cash flow and cash requirements; participates in financial audits; compile and prepare supporting schedules, work papers and financial reports requested by Finance Director and external auditors

Prepares, codes, and inputs complex entries into the District’s accounting/payroll/timekeeping systems; compiles and prepares computerized reports/spreadsheets based on District, state, or federal requirements related to area of assignment.

Plans and carries out budget procedures, including monthly monitoring of department expenditures and revenues and communicating monitoring status to management; provides information to District staff.

Analyzes and monitors fiscal records utilizing techniques and statistical methods to identify patterns, data correlation, and informational forecasting to make recommendations based on conclusions derived from such analyses; prepares computerized reports and spreadsheets; analyzes and verifies monthly financial reports related to area of assignment; adheres to department audit and control procedures; ensures accurate general ledger reporting.

Assists departments in the preparation of department and division budgets and budget materials; assists in the development of multi-year forecast estimates for division expenditures and revenues; Responds to inquiries of staff and administration regarding District financial policies and procedures for the purpose of providing information and direction to the inquiry; assists with special studies that require data compilation; analyzes and interprets information in oral and written presentations.

Assists in the fiscal evaluation of proposed legislation/Executive Board proposals; research and respond to budget surveys; assists in the preparation of operating budgets, revenue and expense projections, - and other specialized financial reports and analyses; prepares technical details of the annual District budget; reviews current conditions of approved budgets and expenditures for possible discrepancies.
Tracks and reports Transit Gross Receipts Tax and federal grant revenue; posts accounts payable and payroll batches, budget transfers, budget loads, and journal voucher entries; prepares budget transfers and ensures that transfers are made in an accurate and timely manner.

Develops and recommends modifications to the procedures, process or on-line budget and other financial systems; participates in the District’s transit performance measurement and reporting and cost allocation system; ensures strict confidentiality of financial records.

Analyzes and verifies monthly financial reports related to various assignments; recommends various departmental audit control procedures; ensures accuracy of general ledger reporting; reviews transactions to ensure proper coding of organizational accounts, projects, accounts payable, billing, cash receipts and general ledger entries; assists to monitor fixed asset status.

Provides budgetary and financial advice to Executive Director, Finance Director and other program managers on budget related matters, such as funding availability, effects of budget changes, status of use of funds, etc.

Performs pre-audits of all payment packets (accounts payable) for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with District and state/federal FASB/GASB rules, guidelines and statutes.

Reconciles federal grant revenues and expenditures; prepares drawdowns for federal grants; prepares a variety of monthly, quarterly, periodic and annual financial, budget and statistical reports.

Coordinates activities of payroll; review payroll account reconciliations; oversee the maintenance of current employees’ data systems; manage and resolve issues relating to payroll production; monitor the accurate processing of staff hiring’s, promotions and terminations; prepares federal and state payroll tax reporting and payments; adhere to HR/payroll policies and procedures; and support all internal and external audits related to payroll.

Prepares reports as required by terms of grants, prepares assigned portion of Comprehensive Annual Financial Report (CAFR), Budget Book, and other reports as required by management. Examples include Indirect and Direct Cost Reports, Cost allocations, the Annual Financial Information Report, the Schedule of Expenditures of Federal Awards (SEFA), and maintains capital asset reports.

Assists with special projects as required and other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from college with a bachelor’s degree in accounting, finance, business administration or related;
      AND
   B. Four (4) years of progressively responsible experience related to above duties;
      OR
   C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

   Thorough knowledge of policies and procedures pertaining to the work of assigned department; -principles and practices of basic to advanced accounting, finance, or budgeting; -budget funding sources and local governments in general; -computer software systems related to accounting, budgeting, and payroll systems; modern office procedures, methods, and procedures; -personal computer word processing/spreadsheet software in a Windows environment; pertinent governmental accounting standards and regulations; pertinent District functions, policies, rules and regulations. Considerable knowledge of principles, laws, rules and regulations relating to transit operations and practices related to government finance, accounting and budgeting; accounting principles practices and procedures (GFOA GAAFR, GAAP and GASB); public finance and fiscal planning; internal control principles and methods of application; budgeting, accounting and related statistical procedures; general office maintenance and practices; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations.

   Skill in the art of diplomacy and cooperative problem solving; establishing and maintaining effective working relationships with state, federal, and other local officials, elected officials, subordinate staff, and District residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.
Ability to maintain strict confidentiality of all privileged documents and information; contribute to a team effort and accomplish related results as required; communicate financial information in a clear and concise manner for policy makers; conduct self in an appropriate manner as a representative of the District, working effectively in a diverse work environment; apply District’s financial regulations; analyze and interpret financial information and prepare accurate financial statements; be public service oriented with tactful and effective conflict resolution skills; make effective oral presentations to staff, committees and the Executive Board; establish and maintain effective work relationships with a variety of groups and individuals; communicates effectively both orally and in writing.

3. Special Qualifications:

MBA in Finance or related field, CPA (Certified Public Accountant), CGFM (Certified Government Financial Manager) or CPFO (Certified Public Finance Officer) is highly desired.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which may involve light muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability high level of work ethic, discriminating thinking and creative problem solving.

5. Professional Standards:

At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following Professional Standards are crucial for you to embody if we are going to be a match as employer and employee.

In addition to being competent in the essential functions outlined above and minimum qualifications outlined above, you have an important professional role to play in NCRTD. To fill that role, you are expected to practice and exhibit the following attitudes and behaviors while at work.

- Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.
- Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).
- Show respect for coworkers and customers (be attentive, recognize others’ contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
- Keep a positive, “can do” attitude toward tasks, coworkers, management and customers.
- Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
- Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
- Be a steward (1) of our organization’s resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Approved by Executive Director: __________________________ Date __________________________