



## Accountant Manager

**Company Name: Capital Area Transit System**

**Title of Position: Accountant Manager**

**Position Type: Fulltime**

**Location: Baton Rouge**

The Capital Area Transit System, commonly referred to as CATS, provides bus services to residents of and visitors to Baton Rouge and Baker, Louisiana.

### CATS Mission Statement:

Enriching the lives of our customers and communities by offering independence and safety ... connecting you to what matters.

### CATS Vision:

- Safety First
- Customer-Focused
- Drive Economic Excellence
- Integrity in Everything We Do
- Social and Environmental Responsibility

### CATS Governance:

CATS is governed by a nine-member Board of Commissioners, which meets monthly to handle the business of the agency. The CATS Board hires a CEO to manage the day-to-day functions of the agency and implement its strategic visions for the system.

CATS is an independent agency from the City-Parish government, funded by a combination of a local millage, self-generated funds, and state and federal transportation dollars. The Baton Rouge Metro Council appoints the nine members of the CATS Board of Commissioners.

### Description of Position:

We are currently seeking an Accountant Manager to supervise, track and evaluate day-to-day activities of the CATS Finance and Accounting Department. Accountant Manager responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting information. We are also looking for someone to work closely with our financial management team.

The Accountant Manager is responsible for providing accurate financial data and recommendations based on their findings. This means they must be able to analyze numbers quickly while being well-versed enough with company policies to avoid making costly mistakes.

This is a full-time position normally working an 8-hour shift between the hours of 8 AM – 4:30 PM Monday-Friday.

This position typically reports to the CATS Chief Financial Officer (CFO).

### Essential Duties and Responsibilities:

- Manage and oversee the daily operations of the accounting department including, but not limited to:
  - month and year-end process
  - accounts payable/receivable
  - cash receipts
  - general ledger
  - payroll and utilities
  - treasury, budgeting
  - cash forecasting
  - revenue and expenditure variance analysis
  - capital assets reconciliations
  - trust account statement reconciliations,
  - check runs
  - fixed asset activity
  - debt activity
- Monitoring and analyzing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies, and principles
- Assists with projecting future financial needs and collaborates with CATS CFO and other management personnel to prepare long-term financial plans.
- Makes recommendations to improve company's fiscal efficiency based on interpretation and organization of financial information.
- Presents financial and accounting analysis and recommendations to upper-level management as necessary.

- Develops, organizes, and maintains files, documents, and materials relating to accounting practices according to company policies, GAAP, and all applicable laws and regulations.
- Executes transactions within the integrated budget, accounting, and purchasing system, which may include purchase requisitions, contract payment vouchers, budget data entry, appropriation revisions, and salary and budget imports.
- Attends and actively participates in committees, professional groups, and seminars to stay current regarding new developments and trends in finance and accounting.
- Monitors changes in the local, state, and federal tax laws.
- Actively keeps informed on all applicable changes to accounting rules and policies
- Provides information and answers to departments regarding budgets, forecasts, surveys, financial trends, and other requested data.
- Handle special projects and perform other duties as assigned

**Qualifications, Education, and Experience:**

- Bachelor's degree in accounting, finance, business, or related field with a minimum of 7 years of related work experience
- Proven working experience as Accounting Manager, Accounting Supervisor or Finance Manager preferred
- CPA license preferred
- Thorough understanding and application of accounting principles.
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise
- Excellent mathematical ability and an analytical mind
- Excellent listening, written, and oral communication, organizational, interpersonal, and time-management skills
- Professional, organized, and customer service oriented
- Ability to appropriately handle confidential information and maintain confidence
- Able to work in a fast-paced environment
- Able to work well both alone and in a team setting
- Self-starter
- Flexibility and ability to multitask

To apply for this position, please visit <https://www.brcats.com/page/careers>