



Senior Accountant

Company Name: Capital Area Transit System

Title of Position: Senior Accountant (onsite)

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:

The Sr. Accountant is a mid-level professional who assists in the oversight of CATS accounting department. They take ownership for every aspect that goes into producing an organization's report, from cost-productivity and margins all the way down to expenditures. 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:

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Assists with external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Protects organization's value by keeping information confidential.
- Verify, allocate, post, and reconcile accounts payables and receivables
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice
- Review and recommend modifications to accounting systems and procedures
- Manage staff accountants, accounts receivable and accounts payable clerks, accounting assistants and bookkeepers
- Participate in financial standards setting, forecasting, and budgeting processes
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule

- Assist with tax audits and tax returns
- Assist with implementing and reviewing internal controls
- Continuously learning about CATS business model and processes
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Undergo continuous professional development to stay current with accounting and finance best practices
- Liaise with the CFO and Accounting Manager to improve financial procedures

Qualifications, Education, and Experience:

- Bachelor's degree in accounting, finance, business, or related field with a minimum of 5 years of progressively responsible experience in accounting or finance.
- Thorough knowledge of GAAP principles and GAFA for local and state government, auditing principles and practices and financial reporting.
- Advanced computer skills on MS Office, accounting software and databases
- 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

How to apply:

Please submit a cover letter and resume to to: lshelton@brcats.com. Applications and resumes will be received until suitable candidate(s) are selected.

CATS provides equal employment opportunities (EEO) to all employees and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by law.