

CAPITAL AREA TRANSIT SYSTEM

DEPARTMENT:

FINANCE

POSITION:

**ACCOUNTING
MANAGER**

OPENING DATE:

JULY 8, 2021

CLOSING DATE:

JULY 30, 2021

RECRUITMENT TYPE:

INTERNAL/EXTERNAL

DESCRIPTION:

The Accounting Manager will manage month end close process and apply principles of accounting to analyze financial information and prepare financial reports. The Accounting Manager will supervise accounting staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for leading & managing accounting team, including training, mentoring and supervising staff.
- Responsible for ensuring all financial reporting deadlines are met.
- Manage the monthly close process and prepare financial statements as well as review work performed by accounting staff and provide guidance/direction.
- Examine accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department and GASB.
- Complete monthly financial statement review processes to ensure accuracy and deliver complete package to Finance leadership.
- Manage the Accounts Payable, Accounts Receivable and Payroll staff. Ensure appropriate audit processes and segregation of duties.
- Assist in the Federal and Local Grant process to ensure all deadlines and requirements are met.
- Assist in the annual Budget process and monthly reporting of actuals to each department.
- Perform variance analyses and prepare account reconciliations, Compile and review information as requested for financial and tax audits.
- Lead & coordinate more complex accounting research & projects with other members of the accounting and finance team or with other departmental representatives.
- Maintain a high level of confidentiality.
- Other tasks as assigned.

REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

- To perform the job successfully, an individual should demonstrate the following competencies:
Technical Skills - Strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service - Responds promptly to customer needs.
- Interpersonal Skills - Maintains confidentiality.
- Oral Communication - Responds well to questions; participates in meetings.
- Written Communication - Presents numerical data effectively.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit.
- Quality Management - Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; displays orientation to profitability.
- Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Diversity - Promotes a harassment-free environment.
- Ethics - Keeps commitments; works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures.
- Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks.
- Professionalism - Reacts well under pressure; accepts responsibility for own actions; follows through on commitments.
- Quality - Monitors own work to ensure quality.
- Adaptability - Changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- Dependability - Keeps commitments; commits to long hours of work when necessary to reach goals



EDUCATION AND EXPERIENCE:

Bachelor of Business Administration with preferred emphasis on Accounting or Finance; 7-10 years' experience, 3 in supervisory role. Prior experience in financial statement preparation, review and managing month end close procedures is required. Master's degree or CPA preferred.

Please submit a cover letter and resume to: catscareers@brcats.com. Submittal must be received no later than Friday, July 30, 2021.

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