

**Pioneer Valley Transit Authority
Job Description**

Job Title: Senior Accountant
Department: Finance
Job Location: Administrative Offices
Reports To: Chief Financial Office
Work Hours: Monday- Friday (8:30a.m. – 5 p.m.)
F.L.S.A. Status: Full-time, Non-exempt
Hourly Rate: \$28.00 - \$36.00 /hour, depending on experience

Position Summary: This position is responsible for managing the general accounting, and trial balance functions required to maintain ledgers, journals and supporting schedules; assists with the implementation of all accounting systems and follows all accounting control procedures; ensures that all related supporting documentation is received, processed and filed according to established procedures. This position requires the ability to work occasional evenings and weekends at times when monthly and year-end account closings must occur.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

Perform general accounting function: Establish, maintain, and manage accounting procedures compliant with generally accepted accounting principles (GAAP) and company procedures; maintain GL ledgers postings, review and approve the month-end general ledger close, and perform a thorough analysis of the general ledger to ensure the highest degree of accuracy and integrity of the financial operations; analyze, formulate and book adjusting entries to properly reflect the PVRTA's financial status; evaluate contracts, orders, vouchers, etc. and monitor review, investigate, and correct errors and inconsistencies; respond to questions on financial reporting; gather, summarize and reconcile data needed for the preparation of various reports and budgets required for both internal and external use; and make recommendations for improving the organization's accounting operation; and respond to department directors inquiries regarding account balances, and provide spreadsheet reports.

Provide Payroll Assistance: Serve as backup payroll coordinator in the payroll coordinator's absence. Process payroll upon CFO's approval. Respond to all inquiries regarding changes in law and taxes with respect to payroll functions. Assist payroll coordinator and staff on any payroll related questions. Perform timely electronic filing of all payroll data, including tax reporting, and year end audit production of payroll documents requested by auditors.

Analyzes financial statements Monthly: Produce financial statements detailing assets, liabilities, and equity, and prepare balance sheet, income statements, and other reports to summarize and interpret current and projected company financial position for CFO review; review and/or independently prepare the quarterly and annual financial statements, the quarterly and annual forecast/budget for the Finance Department.

Conduct monthly reviews of transportation provider budgets: Request, receive, and review budgets from transportation suppliers; compare projected expenses against actual expenses to identify discrepancies; communicate noteworthy discrepancies with Chief Financial Officer; and conduct periodic review of

suppliers to ensure accuracy of documentation (including van maintenance, labor costs, parts, to ensure invoicing is coded correctly and allocated to correct accounts).

Perform all bank account reconciliations monthly: Reconcile all GL asset and liability accounts monthly to workpapers. Provided monthly revenue and expense variance analysis also monthly and report on findings to the CFO.

Audit Coordinator: Coordinate with year-end auditors by compiling documentation including schedules, bank account information, account analysis and related computerized summaries and provide to appropriate personnel.

Assist with monthly and annual closing of books.

Provide departmental assistance where needed: Assist with special projects as needed; assist with periodic department audits by gathering requested information; and provide general support to other department staff when requested.

Policy Manuals: Responsible for creating/updating all policy manuals within area of responsibility and presenting to CFO for inclusion in the master Accounting Policies and Procedures Manual.

Provide departmental assistance where needed: Assist with special projects as needed; assist with periodic department audits by gathering requested information; and provide general support to other department staff when requested.

Accounting Practices: Maintain current knowledge of accounting practices as they relate to position and keep current with all department policies and procedures; adapt to changing departmental needs, new technologies/software, and all other initiatives that are consistent with ongoing quality improvement efforts.

Maintain accurate filing system and record retention: Maintain an orderly accounting filing system, electronic where possible.

Perform other Finance Department functions as assigned.

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

Education and/or Experience: Bachelor's degree (B.S.) in Accounting; minimum of 5 years related experience working as a senior accountant or analyst; or equivalent combination of education and experience; substantial working knowledge of US GAAP, financial accounting and reporting, internal controls, Non Profit, fund accounting, and Sarbanes Oxley; strong attention to detail; superior oral and written communication skills; ability to work in a fast-paced environment with a high sense of urgency and the ability to meet deadlines; ability to effectively manage multiple tasks simultaneously; must be able to work independently and as part of a team and be highly reliable with a strong work ethic.

Required Computer Skills: Advanced skills in Microsoft Excel, proficiency in PowerPoint, and Word, and minimum of five years experience utilizing an automated accounting system.

Preferred Qualifications: CPA, Experience with ABILA MIP fund accounting system a plus.

Supervisory Responsibilities: None

Other: This position is subject to a criminal background check and other pre-employment verification processes.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, color vision, and ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical office environment. The noise level in the work environment is usually quiet.