

**Pioneer Valley Transit Authority  
Job Description**

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**Job Title:** Senior Accountant  
**Department:** Finance  
**Job Location:** Administrative Offices- On Site  
**Reports To:** Director of Finance  
**Work Hours:** Monday- Friday (9:00 – 5:00 p.m.)  
**F.L.S.A. Status:** Full-time, Exempt level  
**Weekly Rate:** \$1,538 - \$1,730, Depending on Experience

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**Position Summary:** This hands-on 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 PVTA'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 the DOF'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 the DOF's 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 the Director of Finance; 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 Director of Finance.

*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 DOF 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 accounting 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 Competencies:** This position requires the following competencies: *Strong interpersonal skills:* must be an effective communicator and be able to maintain confidentiality. *Oral and written communication skills:* must be a good listener and seek clarification when needed; respond well to questions; strong business writing skills with ability to write clearly and informatively; edit own work for spelling and grammar; read and interpret written information, *Judgment:* display willingness to make decisions; exhibit sound and accurate judgment and make timely decisions, *Motivation:* prioritize and plan work activities; use time efficiently; set goals and objectives, *Teamwork:* must be an outstanding team player and be able to balance team and individual responsibilities, *Professionalism:* approach others in a tactful manner; react well under pressure; treat others with respect; accept responsibility for own actions, follow through with commitments, *Quality:* demonstrate accuracy and thoroughness; monitor own work to ensure quality. *Quantity:* meet productivity standards; complete work in a timely manner; strive to increase productivity. *Adaptability:* adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; deal with frequent change, delays, or unexpected events. *Attendance/Punctuality:* must be consistently at work on time; ensure work responsibilities are covered when absent. *Dependability:* able to follow instructions; respond to management directions; take responsibility for own actions, keep commitments; complete tasks on time or

notify appropriate person of alternate plan. *Initiative:* volunteer readily; undertake self-development activities; seek increased responsibility; take independent actions; request help when needed.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area; apply mid-level math and basic statistical concepts.

**Special Requirements:** This position is required to pass a criminal background check (CORI).

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

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

**Supervisory Responsibilities:** Coordinates workflow among other Finance Department Staff.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

**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 here 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. Work is generally performed indoors in an office environment. The noise level in the work environment is usually quiet.