

ACCOUNTANT

Pay Grade

\$60,000 - \$80,000

Job Summary

Performs intermediate accounting work, including processing, recording, and reporting financial transactions to support the goals and objectives of the organization.

Duties and Responsibilities

- Prepares basic financial reports and schedules such as balance sheets, statements of revenue and expense, statements of cash flows, and other financial reports
- Performs month-end and year-end closing activities
- Provides audit schedules and supporting documentation to internal and external auditors
- Prepares journal entries
- Reviews purchase orders for accuracy
- Monitors accounts receivable and accounts and contract payable activities
- Prepares invoices and invoice-related documents
- Expedites payment of invoices according to agreed terms and conditions
- Reviews, analyzes, and prepares billing invoices for grant-related transactions to funding partners
- Analyzes federal, state, and local grants to determine appropriate implementation of regulatory requirements
- Assists in the development and updating of policies, procedures, manuals, and accounting systems
- Prepare and process both weekly and bi-weekly payroll.

- Coordinate and interface with the administrative and management teams to collect and summarize timekeeping information, including ensuring manager approval of timesheets, overtime approval, PTO approval.

- Ensure accurate payroll/data entry for new employee information, changes to employee records, termination of employee, and any other related entries required for the payroll system.

- Respond to employee payroll questions/errors and assist with correction and/or resolution of the issues as necessary. Provide general support to staff with payroll/compensation issues and problem resolution.
- Performs special projects as required
- Contributes to ensuring that the Equal Employment Opportunity (EEO) policies and programs of TARTA are carried out

May be required to perform other related job duties

Essential Knowledge, Skills and Abilities

Knowledge of (defined as a learned body of information that is required for and applied in the performance of job tasks)

- Theories, principles, and practices of accounting, business finance, and financial recordkeeping
- Financial analysis and research procedures
- Electronic financial and accounting information/application systems
- Applicable business software applications

Skill in (defined as the proficient manual, verbal, or mental utilization of data, people, or things)

- Performing complex financial and statistical analyses
- Analyzing situations, identifying problems, and recommending solutions
- Exercising sound judgment in making decisions
- Communicating effectively orally and in writing
- Interacting professional with various levels of the organization and external representatives
- Operating computers and general office equipment

Ability to (defined as a present competence to perform an observable behavior or produce an observable result)

- Think and act independently
- Prepare comprehensive reports and correspondence
- Implement applicable policies and procedures
- Compile and analyze complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Read, write, speak, and understand English
- Assist in cash handling, visiting 2 other locations in Toledo

Minimum Qualifications

Education

- Bachelor's Degree in Accounting

Experience

- Five (5) year of relevant experience in Accounts Payable, Accounts Receivable, Payroll, Bank and Credit Card reconciliations, month-end closing.
- Minimum of 3 years of working experience in Sage 500 and ADP or Paychex preferred

Certifications/Licenses/Special Requirements

Special Conditions

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. TARTA provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Typical office situation
- Close exposure to computer monitors and video screen

Physical Effort Required

- Sitting at a desk or table
- Operate a telephone or other telecommunications device and communicate through the medium
- Type and use a keyboard and mouse to perform necessary computer-based functions
- Communicating through speech in the English language required
- Walk to the cash room
- Lift and carry up to 5 pounds