



## **Employment**

**Position: Senior Accountant**

**Municipality: Greater Hartford Transit District**

**Employment Type: Full-Time**

**Close Date: July 21, 2017**

The Greater Hartford Transit District currently has an opening for a full-time Sr. Accountant in our Finance Department. The Sr. Accountant will report to the Director of Fiscal and Administrative Services and be responsible for supporting with the accounting and financial functions including accounts receivable. This position will also be responsible for delivering high quality accounting and analytical support, ensuring the accuracy of the District's accounting/financial records and meeting the timely close for month-end, quarter-end, and year-end; work closely with the Director of Fiscal and Administrative Services, department staff, and other members of the District, as well as interface with customers, vendors, and bank representatives, etc.

Hours of work are 40 hours/week. Preferred candidate will be subject to background check and drug test. Resume and cover letter can be emailed to [nhvole@ghtd.org](mailto:nhvole@ghtd.org). Resume deadline: July 21, 2017. Telephone calls not accepted.

### **Job Requirements:**

- Bachelor's degree in Accounting required.
- Minimum of 10 years accounting work experience - municipal and/or governmental accounting is a plus.
- Excellent computer skills. Strong proficiency in Microsoft programs: Word, Excel, PowerPoint, Outlook.
- Knowledge of MAS90 is a plus.
- To perform the job successfully, an individual should demonstrate the following skills: problem solving, analytical, technical, customer service, teamwork, flexibility, excellent oral and written communication, attention to details, and strong work ethics. The individual must be organized and thorough with an ability to multitask and work independently, develop strong understanding of GAAP accounting rules, and apply knowledge of GAAP accounting rules to various tasks and responsibilities.

The District is an equal opportunity employer, and encourages applications from minorities, females, and persons with disabilities.