

Employment

Position: Part-Time Senior Accountant

Greater Hartford Transit District

Close Date: May 31, 2021

General Description

The Sr. Accountant will report to the Director of Fiscal and Administrative Services and be responsible for supporting with the accounting and financial functions. 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 20 - 25 hours/week. Preferred candidate will be subject to background check and drug test. Resume and cover letter can be emailed to Centennial@ghtd.org. Resume deadline: May 31, 2021.

Primary Responsibilities

- Supervises accounting staff including but not limited to reviewing staff's work, assisting them to prioritize their work, making sure that deadlines are met and helping them to meeting the deadlines when needed. Monitoring staff's performance and providing constructive feedback and coaching/training (or retraining).
- Assists in the preparation of month-end/quarter-end/year-end close including preparation of journal entries, accounts analysis and reconciliation, as well as general ledger reconciliations for proper accounting, etc. Preparation of year-end schedules.
- Identifies potential problems, investigates and resolves problems.
- Assists in the preparation of monthly financial report and annual budget.
- Assists in process improvement as needed.
- Provides requested items to others in a timely manner.
- Assists with cash management activities.
- Prepares quarterly, semi-annual, and annual accounting/financial reports.
- Maintenance of accounting records. Ensure that they are filed correctly and timely.
- Keeps current on professional designations through efforts in continuing education. Stays abreast of industry development by reading accounting and related literature and attending seminars and conferences including accounting software.
- Backup for the payroll, accounts payable, billing, and cash receipt functions.
- Other related duties as assigned by Director of Fiscal and Administrative Services or Executive Director.

Minimum 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: attention to details, problem solving, analytical, customer service, teamwork, flexibility, excellent oral and written communication, 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 principles, 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.