



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

POSITION DESCRIPTION:
Senior Accountant

<u>POSITION TITLE:</u>	Senior Accountant
<u>REPORTS TO:</u>	Controller
<u>FLSA EXEMPTION STATUS:</u>	Exempt
<u>NEW OR UPDATED:</u>	Updated
<u>LAST UPDATE:</u>	July 7, 2023
<u>SALARY:</u>	Salary is commensurate with experience

SUMMARY OF PURPOSE:

The Senior Accountant will assist the Finance department of the authority, including preparing and/or overseeing the preparation of financial analyses and reports; establishing, maintaining, and/or assisting with accounting systems, procedures, and controls; and preparing and/or assisting with the preparation of agency budget.

Senior Accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.

PHYSICAL/MENTAL REQUIREMENTS:

1. Uses personal computer approximately 6-8 hours per day.
2. Uses telephone and email to communicate with management, internal/external consultants, and others, approximately 5-6 hours per day.
3. Sits approximately 6-8 hours per day.
4. Works under a moderate degree of stress associated with significant workload and strict deadlines.
5. Infrequently travel outside CTRMA offices to attend meetings.

ESSENTIAL FUNCTIONS:

1. Verify, allocate, post, and reconcile accounts payable and receivable.
2. Produce error-free accounting reports and present the results.
3. Analyze financial information and summarize financial status.
4. Spot errors and suggest ways to improve efficiency and spending.
5. Review and recommend modifications to accounting systems and procedures.
6. Participate in financial standards setting and in forecast process.
7. Provide input into department's goal setting process.
8. Prepare financial statements and produce budget according to schedule.
9. Assist with audits.
10. Support month-end and year-end close process, assisting with bank statement reconciliation and the production of the annual financial audit.
11. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
12. Ensure compliance with GAAP and GASB principles.
13. Liaise with Controller and Finance Manager to improve financial procedures.
14. Assists in developing formal presentations with respect to the agency's financial performance.
15. Assists with the development and coordination of the five-year capital improvement plan.
16. Performs other duties as requested or required.

POSITION REQUIREMENTS:

1. Bachelor's degree in accounting, Finance or Business Administration, along with five (5) years of progressively responsible government accounting, with an emphasis on enterprise fund accounting.
2. Excellent written and verbal communications skills, with an emphasis on interpreting complex financial, legal, and legislative concepts.
3. Thorough knowledge of modern accounting methods and procedures, financial reporting procedures, and the management of complex financial transactions
4. Thorough knowledge of Government Accounting Standards Board (GASB) rules, grant accounting and related grant compliance reporting.
5. Experience in verifying, analyzing, and interpreting fiscal and accounting data and in preparing appropriate financial statements and budgets.
6. Thorough understanding of public policy, regulatory guidelines, agency functions and government processes.
7. Strong analytical skills and accuracy and attention to detail
8. Skills in building and maintaining internal and external partnerships,
9. Excellent internal and external negotiation/mediation skills.
10. Proven leadership, advocacy, and decision-making skills.
11. Proficient in MS Word, Outlook, Excel, PowerPoint, Adobe, and Microsoft Dynamics as the accounting software.

PREFERRED SKILLS:

1. Certified Public Accountant certification.
2. Prior experience in toll road accounting and finance.
3. Experience with Transportation Infrastructure Finance Innovation Act loans.
4. Construction fund invoicing, accounting, budgeting, and reporting.
5. Knowledge of tax-exempt bond financing.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for the CTRMA other work duties not specifically listed herein.

Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.

APPLICATION REQUIREMENTS:

To apply, please send a cover letter and resume to:

Central Texas Regional Mobility Authority

Attention: DeeAnne Vickery

3300 N IH-35, Suite 300

Austin, TX 78705

Fax: 512-996-9784

Email: dvickery@ctrma.org

Also, if you have any questions please contact DeeAnne Vickery at dvickery@ctrma.org.