

Bookkeeper

Position Overview

The Bookkeeper will work in a collaborative, team-based environment with the Accounting Manager, Accounting Analyst, Staff Accountant and CFO who oversees the Finance operations of the Authority.

This position will assist in managing the day-to-day accounting and finance requirements in conjunction with the Finance team. Confidentiality, the ability to communicate well, excellent organizational skills and accuracy are important qualifications for this position. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines in a fast-paced environment.

Primary Responsibilities

Accounting

- Record daily cash receipts and prepare bank deposits. Prepare and post journal entries for same.
- Process accounts payable and transfers as requested and charge proper General Ledger account.
- Prepare and post recurring as well as miscellaneous non-recurring month- end journal entries to record various aspects of the Authority's financial transactions including, A/R receipts, A/P and perform general bookkeeping duties.
- Year-end accounting activities and journal entries

Financial Reporting

- Prepare information requested by auditors at year-end.
- Other projects as needed.

Education and Experience Required

- Bachelor's Degree in Accounting or related field preferred (may be offset by experience.)
- Two+ years bookkeeping/accounting experience.
- Preferred prior experience with Toll plaza operations and EZ Pass reciprocity
- Two years' experience working in accounts payable and receivable, general ledger, payroll, and payroll reports.
- Strong knowledge of generally accepted accounting principles (GAAP).
- Extensive experience with data entry, recordkeeping, and computer operation.
- Proficiency in Great Plains, QuickBooks, Microsoft Office, and Excel.
- Team player with a demonstrated ability to initiate and maintain effective and cooperative professional relationships.
- Strong organizational skills: a self-starter who can prioritize and multi-task.
- Strong writing, communication and analytical skills.

APPLICATION PROCEDURE

- Interested persons are to submit a letter of intent, resume and three references to Marianne Durgin, Executive Assistant to the Director at mdurgin@ritba.org
- If submitting application materials in paper form, please send to:

RITBA
P.O. Box 437
Jamestown, RI 02835-0437
Attn: Marianne Durgin
- Please present all qualifications and salary requirements in your letter of intent.
- Closing Date: Open Until Filled
- For questions please call: 401-423-0800

The RITBA is an Affirmative Action/Equal Opportunity Employer