

Staff Accountant

POSITION SUMMARY:

The Rhode Island Turnpike and Bridge Authority (the Authority) is seeking an experienced accountant that reports to the Chief Financial Officer and the Controller. This position is responsible for daily reconciliation of all toll collection activities as well as to assist in general ledger accounting. Duties include assisting with the preparation of the annual audit, assisting with the budget preparation, monitoring expenses throughout the year, proficient in payroll functions for back-up, and completing reports for governmental agencies as required. Knowledge of human resources is preferred. Applicant must be proficient in MS Word, Excel, and Microsoft Office products. Experience with Great Plains (Dynamics) or other general ledger software preferred.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Reconciliation of daily toll collection activities including E-ZPass credit card replenishments and recording to the general ledger.
2. Assist in the preparation of accurate, timely financial statements in accordance with our established schedule and with input from the rest of the accounting department.
3. Support Controller in the preparation of monthly Traffic and Revenue, and Budget Variance Reports for submission to the Board of Directors.
4. Prepare monthly reconciliation of all balance sheet accounts.
5. With the Assistance of the Controller, complete monthly close of the general ledger.
6. Ensure compliance with generally accepted accounting principles, RI General Laws, and all Authority department policies and procedures, is followed.
7. Assist in the preparation of the year-end financial statement audit.
8. Prepare E-ZPass IAG reports for monthly reporting.
9. Conduct regular general ledger maintenance.
10. Work with outside agencies as needed.
11. Special projects as directed.

REQUIREMENTS AND EDUCATION:

1. Bachelor's Degree in Accounting or five (5) years of related work experience.
2. Knowledge of software packages for general ledger, payroll, spreadsheets, and word processing. (Great Plains/Dynamics preferred).
3. Experience with human resources policies and procedures.

4. At least 3 years' experience in a government financial environment. Toll collection experience a strong plus.
5. Functional experience with Accounts Receivable and Accounts Payable systems.
6. Functional experience with Fixed Asset Software (CCH ProSystem).
7. Proficient in Excel, Word, and Microsoft products is required.

SKILLS & ABILITIES:

1. Ability to establish and maintain effective working relationships with employees, outside auditors, and state and federal agency representatives.
2. Ability to prepare and create routine reports and schedules.
3. Must possess strong interpersonal skills communicating effectively both orally and written.
4. Must be able to work independently and have strong organizational and analytical skills.
5. Must be able to work accurately and efficiently in a detail-oriented and deadline driven environment.

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