



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2016-35

CLOSING DATE: 10-18-2016

Job Title: Accountant

FLSA Status: Non-Exempt

Work Location: 602 N. Staples, & as assigned; location varies

Department: Finance **Pay Grade:** 25

Reports To: Director of Finance

Salary: \$25.04-\$38.81 (Min-Max Hourly)

General Summary: Under the general direction of the Director of Finance, this position is responsible for the monthly higher level bookkeeping and accounting records and will be the backup for the financial aspects of the payroll area.

Essential and Marginal Duties and Responsibilities: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Analyzing balance sheet accounts on a monthly basis, drafting journal entries for review.
- Coordinate variance analysis with departments to execute appropriate action; research unusual revenue and expense variances.
- Assist with Monthly reconciliation of RTA bank accounts.
- Maintain fixed asset accounting and reconcile to the general ledger.
- Compile information and prepare analysis on various accounts for annual audit process.
- Assist with preparation of departmental schedules requirements for National Transit Database Report plans (NTD).
- Process accounts receivables to include: processing/invoicing customers, reconciliation of aged receivables, receipt of cash payments, collection of outstanding debts, and maintaining the bus fare passes to include ordering, distributing, and reconciliation.
- Maintain the record keeping financial management of the leases for the Staples Street Center (SSC) to include the annual reconciliation of the SSC operating costs for purposes of calculating the lease rental income amounts to be charged for the following year.
- Serve as back up to the Payroll Coordinator to encompass the following duties: training on the payroll system (FleetNet), perform payroll functions in the absence of the Payroll Coordinator to include the processing of hours, and pay for all RTA employees, accuracy of leave and deductions, printing of payroll checks and earning statements, direct deposit process and uploading of payroll checks.
- Assist in other payroll functions when needed to include perform preparation of tax reporting, retirement reporting, child support processing and other payroll related reports.
- Maintains various accounting procedures and processes, making recommendations where appropriate.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Performs other job-related duties and responsibilities as assigned.

It is RTA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. To request an ADA accommodation regarding employment, please contact the Director of Business Development and Compliance or the Manager of Human Resources.

Qualifications include:**Knowledge of:**

- Accounting and auditing theory and practices including governmental accounting standards and automated financial systems;
- Cash management practices; and
- Banking practices.
- Correct English usage, spelling and vocabulary.
- Strong analytical skills

Ability to:

- Communicate effectively verbally and in writing;
- Foster a positive work environment;
- Provide service in a courteous and professional manner;
- Exercise independent judgment and responsible decision making;
- Prepare and analyze financial reports, including the ability to detect adverse trends and devise solutions;
- Interpret and comply with regulatory requirements;
- Plan and analyze accounting controls and reporting;
- Comply with Regional Transportation Authority policies and procedures; and
- Maintain a dependable attendance record.

Skills:

- Operate computerized financial software;
- Manage time of self and subordinates;
- Demonstrated superior verbal and written communication skills;
- Demonstrated strong analytical, problem solving and negotiation skills, preferably in an environment with multiple departments and dispersed personnel;
- Demonstrated excellent interpersonal relationship and teambuilding skills;
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s);
- Proficiency in Microsoft Word and/or similar word processing application(s); and
- Familiarity with Microsoft Access and Microsoft PowerPoint

Experience and Training:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Accounting, Finance or a related field.
- **Experience:** Minimum of three (3) years of related experience.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles. CPA certification is strongly preferred.

Working Conditions and Requirements:

Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.