



METRO Regional Transit Authority

Accountant

Department: Finance

Classification: Exempt

Safety Sensitive: No

Position Summary: This position is responsible for processing documents that detail accounts payable and accounts receivable for METRO RTA, assisting in the administration of the general accounting records (general ledger), the cost, expenses, revenues, budget systems, procedures, and administrative services, general accounting services, including supporting the finance and accounting activities. Examine and verify the accuracy of the various reports, lists, calculations, postings etc. Prepare working papers and schedules for auditors, and work with the Chief Accountant.

This position also coordinates the payroll process and reporting to ensure that METRO employees are paid correctly and in accordance with union contracts, Authority's Policy and Procedural Manual, and prevailing payroll laws and regulations.

Reporting Relationships:

Position Reports to: Controller

Direct Report by Title:

Indirect Reports by Title:

Number of Reports: Direct 0 Indirect 0

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled

out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

Job Responsibilities:

- Assists with managing Federal and State grants and TEAM/TrAMS Reports. May assist with NTD reporting.
- Assists with accounts payable, accounts receivable, approve purchase orders, the daily recording of revenue, including Fleet-Net A/R entry.
- Assists in preparation of financial statements, financial and misc. reports and schedules.
- Aids external auditors by supplying detail and schedules for the annual audit and Triennial reviews.
- OPERS large earnings
- Provides support to the Chief Accountant.
- Receives payroll data utilizing the current process on a weekly basis, and reviews related employees' payroll time for reasonableness and report-required corrections.
- Assist with monthly bank reconciliations.
- Internal auditing of customer service sales & deposits and payroll.
- Helps evaluate payroll system upgrades for METRO's payroll needs.
- Prints and distributes payroll checks and sends e-mail earnings statements. Prepares and sends payroll ACH direct deposits and updates payroll posting.
- Performs other related duties as assigned.
- Regular attendance is an essential function of this job.

Physical Requirements & Working Conditions: Job requires incumbent to sit, stand, walk and occasionally (0 to 1/3 of the working time) lift up to 50 pounds. Work is typically performed indoors in an office setting. Incumbent frequently works alone.

Required Skill Sets:

Occupational/Technical Skills/Communications Skills:

- Ability to use spreadsheet, database and selected job-specific software
- Ability to communicate clearly and effectively, both orally and in writing
- Knowledge of basic accounting principles and theory
- Ability to prepare clear and concise reports, correspondence and other written materials
- Knowledge of METRO's chart of accounts
- Ability to speak effectively with individuals and small groups, and to respond to questions
- Ability to use a calculator

Administrative Skills and Interpersonal Skills:

- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to maintain issue confidentiality
- Ability to follow established procedures to resolve problems

- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups
- Knowledge of techniques of effective time management
- Ability to keep clear and accurate records and reports
- Ability to use tact and discretion

Cognitive Skills:

- Ability to maintain issue confidentiality
- Ability to perform standard business arithmetic, including percentages and decimals
- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups
- Ability to read and interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to deal courteously and diplomatically with vendors
- Ability to apply logical thinking to solve practical problems
- Knowledge of business letter writing
- Knowledge of recordkeeping, report preparation, filing methods, and records management techniques
- Knowledge of modern office methods, procedures, equipment and standard clerical techniques
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information
- Ability to demonstrate initiative and independent judgment

Experience and/or Educational Requirements:

Position requires four-year degree in accounting or finance; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Transit related experience a plus.

Core Values:

Teamwork:

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater; much more than the collection of individual efforts

Safety:

- Ensuring the safety of everyone
- Believing that every accident can be prevented
- Having a constant eye to safety in all aspects

People Centric:

- Celebrating diversity/individual differences
- Treating everyone fairly
- Valuing everyone: co-workers, customers, each other, stakeholders

Service Excellence:

- Providing the best customer service to everyone, both externally and internally
- Routinely exceeding expectations
- Serving our customers and each other

Integrity:

- Always demonstrating honesty, trust, character and fairness without compromising the truth
- Showing high regard for civility, equity/fairness and human dignity
- Having the courage to do the right thing

Action Ready:

- Sharing one goal, one mission
- Keeping commitments
- Giving more than is expected, willingly, without hesitation and without direction

