



METRO Regional Transit Authority

Controller/Accounting Manager

Department: Finance

Classification: Exempt

Safety Sensitive: No

Position Summary: This position is responsible to plan and direct the accounting operations of METRO RTA. This position is responsible for managing the general accounting records (general ledger), the cost, expenses, revenues, budget systems, procedures and administrative services, including supporting the finance and accounting activities. The position also oversees the payroll process including reporting garnishment and taxes, ensures that METRO employees are paid correctly and in accordance with the union contracts, Authority's Policy and Procedural Manual and prevailing payroll laws and regulations. The position oversees training programs and identifies training needs for the department.

Reporting Relationships:

Position Reports to: Chief Finance Officer

Direct Report By Title: Chief Accountant & Accountant

Indirect Reports by Title: Senior Accountant

Number of Reports: Direct 2 Indirect 1

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:

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.

- Oversees the production of periodic monthly financial reports; ensures that the reported results comply with generally accepted accounting principles or international financial reporting standards.
 - Recommends benchmarks that will be used to measure the company's performance.
 - Assist with annual budget and forecasts; reports significant budget differences to management.
 - Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations.
 - Works with external auditors and provides needed information for annual audits.
 - Ensures compliance with local, state, and federal government requirements such as circulars and ORCs.
 - Perform internal audits as needed
 - Performs other related duties as necessary or assigned.
 - Document current accounting processes and identify then implement efficiencies where needed.
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Physical Requirements & Working Conditions: : Job requires incumbent to stand, walk, sit, talk or listen, and lift up to 15 pounds at times. Prolonged periods sitting at a desk and working on a computer. Work is typically performed indoors in an office setting. Incumbent should be able to travel as needed.

Required Skill Sets:

Technical & Communications Skills:

- Ability to use spreadsheets, word processing and selected job-specific software
- Proficiency in Microsoft Office suite and accounting software
- Knowledge of basic budgetary principles and practices
- Ability to demonstrate initiative and independent judgment
- Ability to organize work, set priorities and meet critical deadlines with minimum oversight
- Excellent ability to communicate clearly and effectively, both orally and in writing
- Ability to define problems, collect data, establish facts and draw valid conclusions so as to resolve problems
- Ability to prepare clear and concise reports, correspondence and other written materials
- Excellent time management, organizational and supervisory skills

Cognitive Skills:

- Ability to maintain issue confidentiality
- Ability to read, analyze and interpret technical procedures, and government regulations
- Interpersonal skills necessary to provide effective working relationships with various departments, employees, board members, auditors, elected officials and vendors, etc.

Leadership and other Skills:

- Ability to demonstrate conflict management skills

- Knowledge of methods and techniques of research and statistical analysis
 - Knowledge of business letter writing
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Experience and/or Educational Requirements:

Position requires a Bachelor's degree in Accounting or Business Administration with an Accounting minor; five or more years of related experience. Certified Public Accountant or Certified Management Accountant designation is preferred.

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 is a guiding priority
- 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 and equitably
- 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

As an Equal Opportunity Employer, METRO RTA does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, disability, sexual orientation, national origin, or other protected characteristics.

**TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT AN APPLICATION TO THE
EMPLOYEE ENGAGEMENT DEPARTMENT.**

**Mail:
METRO RTA
Attn: EEC Recruiting
416 Kenmore Blvd.**

Akron, OH 44301



Fax: 330-594-5033

Email: HRrecruits@akronmetro.org

POSTED: 4/20/2022

This posting will be removed on (until position is filled).