**Position Title: General Accounting Manager**

**Department: Finance**

**Reports to: Chief Financial Officer**

**Revised Date: 02/24/23**

**Employment Status: Full-time 37.5 hours per week, at minimum**

**Comp Grade: 10**

**Work Hours: 8:30 AM – 4:30 PM**

**FLSA: Exempt**

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with organization’s policies and procedures as it relates to MART’s Financial Management.

**Position Summary:**

This position manages the accuracy and productivity of day-to-day activities of General Accounting, Accounts Payable, Payroll, Grants Financial Management, Fixed assets and participates in State and Federal reporting requirements.

**Essential Functions/Position Responsibilities:**

* Reviews all source documents and reconciles General Ledger accounts to ensure all accounts are aggregated into MART’s financial statements.
* Implements internal audits to safeguard assets and assures accurate and timely recording of all transactions.
* Reviews and attends trainings regarding Federal Transit Administration, (FTA) circulars to confirm that all regulations regarding asset and grants funding are in compliance.
* Documents and develops procedures for MART’s internal accounting policies that are associated with general accounting management.
* Fundamental contributor in monthly, quarterly, and year-end financial reviews and reporting.
* Federal Financial Reports (FFR), National Transit Data Base (NTD) contribution.
* State and Federal surveys and requests regarding taxes.
* Manages the balance sheet Chart of Accounts and recording structure in regards to General Accounting (AP, Payroll , FA, Grants).
* Manages the recording of capital items purchased with grant funds are correctly obligated to the grant.
* Collaborates with the Capital Projects Team, (Project Management, Grants Management, and Procurement) to ensure grant funds are being recorded, reported and expended properly.
* Communicates with Operational Managers, outside audit firm(s), banks, and casualty/liability insurance agent(s).
* Attend Finance Committee Meetings as requested.

**When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.**

**Qualifications:**

* BA in Accounting or Finance or equivalent work experience.
* Minimum of 7 years of Full Cycle Accounting Management.
* Experience in audit preparation and documentation management
* Governmental/non-profit industry experience highly desirable.
* Reliable means of transportation.

**Skills:**

* Demonstrated knowledge of GAAP/GASB and general accounting procedures and best practice.
* Highly collaborative style: ability to lead, motivate and build efficient and effective teams
* Effective oral and written communication and listening skills.
* Excellent organizational and time management skills.
* Critical thinking and attention to detail.
* Proficient in accounting software utilization.
* Proficient in MS Office, moderate to advanced capabilities in Excel
* An aptitude to multi-task in a fast-paced environment
* Capable of working independently and in a team-oriented environment
* Accounting Project Management Experience

**Working Environment and Physical Demands**

Works primarily in a typical, climate-controlled office environment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL REQUIREMENTS** | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Ability to work closely with diverse group of people |  |  |  | X |
| Regular, predictable attendance |  |  |  | X |
| Ability to sit for extended period |  |  |  | X |
| Use of hands and fingers to operate telephone and computer |  |  |  | X |
| Moderate noise |  |  | X |  |
| Hearing |  |  | X |  |
| Dusty Environment |  | X |  |  |
| Exposure to Fumes/Odors | X |  |  |  |
| Exposure to Heat/Cold Temps |  | X |  |  |
| Climbing Stairs |  | X |  |  |
| Walking | X |  |  |  |
| Stress |  |  |  | X |
| Standing |  | X |  |  |
| Stooping |  | X |  |  |
| Bending |  | X |  |  |
| Climbing Ladder | X |  |  |  |
| Twisting Neck |  |  | X |  |
| Bending | X |  |  |  |
| Reaching/Pulling/Pushing | X |  |  |  |
| Lifting 10 lbs. or less |  | X |  |  |
| Lifting 40 to 50 lbs. | X |  |  |  |
| Driving |  | X |  |  |
| Specific Vision Abilities- close vision due to computer work |  |  |  | X |
| Color Vision – Ability to identify and distinguish colors |  |  | X |  |
| COGNITIVE  REQUIREMENTS | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Communication Oral |  |  |  | X |
| Communication Written |  |  |  | X |
| Interpreting Skills |  |  |  | X |
| Implementing |  |  | X |  |
| Evaluating |  |  |  | X |
| Organizing |  |  | X |  |
| Consulting |  |  | X |  |
| Analyzing |  |  |  | X |
| Presenting |  | X |  |  |
| Supervising |  |  |  | X |
| Ability to Deal with Stressful situations |  |  |  | X |
| Ability to Deal with Trauma, grief, death | X |  |  |  |
| Ability to deal with Public Contact |  |  |  | X |
| Decision making |  |  | X |  |
| Work with Others |  |  |  | X |
| Work Alone |  |  | X |  |
| Concentration |  |  |  | X |
| Comprehend and follow instructions |  |  |  | X |
| Relate to Others |  |  |  | X |
| Influence Others |  |  | X |  |
| Perform complex or varied tasks |  |  | X |  |

**Special Comments:**

**Manager Approval: Date: \_\_\_\_**

**Human Resources Approval: Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Employee Name:**

**Employee Signature: Date:**