



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for the position of:

**Position Title:** Junior Accountant  
**Reposting Period:** September 22, 2021 through October 20, 2021  
**Posting Period:** July 21, 2021 through July 30, 2021  
**Salary Range:** \$46,764.05 to \$58,455.06 Annual (Pay Grade 124)  
**Union Affiliation:** This position is LIUNA Local 808  
**Reports To:** Director of Accounting

**\* Applicants who have previously applied do not need to reapply; application is recorded and on-file.**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**Summary of Position:**

Under general direction, this individual is responsible for providing assistance with the day-to-day operations of the Finance Department. The Junior Accountant is responsible for the full and accurate analysis and reconciliation of all general ledger accounts through preparation of monthly financial information, oversight of the annual financial audit, and preparation of all financial data as required by the National Transit Database. In addition, this position is responsible for the development and update of the Department's Procedures Manual and monitoring fixed assets assuring that departmental records are accurate, and depreciation is entered into the General Ledger. This position works closely with all other departments. The incumbent will assist in all departmental projects ensuring that the department has accurate and updated information on a regular basis.

**Essential Duties and Responsibilities:**

1. Responsible for the monthly analysis and reconciliation of general ledger accounts;
2. Prepares monthly financial information for inclusion into the CEO's report presented to the Board of Directors; ensuring integrity of such information;
3. Coordinates/prepares all necessary documentation for the annual financial and compliance audits, including compilation of the CAFR statistical information and additional documents;
4. Monitors, reconciles and reclassifies all capital funds;
5. Collects, compiles and prepares the annual National Transit Database report;
6. Monitors, maintains and reconciles the fixed asset inventory and depreciation schedules;
7. Performs the annual fixed asset physical inventory;
8. Develops and updates the Department's Procedures Manual;
9. Prepares and posts all monthly adjusting journal entries;
10. Performs bank reconciliations of payroll, operating, capital and investment accounts;
11. Verifies accounts receivable payments processed by the Accounting Supervisor;
12. Verifies daily inventory cycle counts performed by the Stockroom personnel;
13. Assists with reconciling operating federal reimbursements prior to ECHO drawdown;
14. Perform other duties as assigned.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Basic Knowledge:**

- Must possess excellent analytical skills, be highly organized and possess the ability to pay close attention to detail.
- Must have good interpersonal skills including the ability to remain flexible when encountering tight time schedules and to effectively interact with internal and external contacts.
- Demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze and reconcile financial data, and to make logical decisions using sound, independent judgment and common sense.
- Ability to communicate effectively both verbally and in writing.
- Ability to meet strict deadlines and work extended hours when necessary.

**Education:**

- Bachelor's degree in Accounting;
- Must be a graduate of an accredited college or university with a Bachelor's Degree in accounting. Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).

**Experience:**

- Minimum two years of accounting experience is preferred
- Thorough knowledge of accounting principles, theories and terminology
- Experience with accounting/general ledger systems
- Solid knowledge of Microsoft Office, particularly excel
- Excellent problem solving and time management skills
- Ability to work well independently and on a team.

**OR:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**Independent Action:**

Ability to independently plan, organize, prioritize and manage multiple projects and priorities with accuracy and close attention to detail. Demonstrated ability to work independently with minimal supervision, follow directions well and follow through with assignments until completed.

**Supervisory Responsibility:**

None

**Selection Process:**

- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA a copy of any required licensure and/or certifications needed to perform job functions prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Seniority will be calculated as the final step in the process of selection in the event that any qualified applicants are determined to be "equal".

**Interested applicants should submit their cover letter, resume, certifications, licensure and RIPTA employment application no later than Wednesday, October 20, 2021. You may apply on-line at [www.ripta.com/careers](http://www.ripta.com/careers). Telephone calls will not be accepted regarding application status.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.