

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY
POSITION DESCRIPTION**

Job Title: Executive Director of Accounting

Date: March 2022

Department: Finance

Supersedes: February 2014

Reports to: Chief Financial Officer

Summary of Position:

This is a senior management position responsible for compliance with accounting standards, financial statement preparation and coordination of subsequent audit process with external auditors; and to do related work as required. This position will report to the Chief Financial Officer.

This position is also responsible for the overall direction of the day to day activities of the accounting functions of the Authority; to direct the planning, development, and implementation of accounting systems and techniques of the Authority's accounting process; assist in the preparation of the operating budget; and to do related work as required.

Essential Duties and Responsibilities:

- To be responsible for the audit and accounting process assuring timely issuance of annual financial reports and statements;
- To be responsible for the development of effective financial policies and procedures in accordance with current standard accounting practices and required mandates;
- Ensure the effective and efficient operation of grant accounting and administration, and internal control;
- Responsible for all accounting calculations and summaries for labor contract negotiations;
- Oversee, authenticate and protect the integrity of money room deposits;
- To be responsible for the National Transportation Safety Board (NTSB) reporting and submission requirements;
- To analyze and determine the interface of federal and state laws and regulations affecting the planning and implementation of state government programs affecting the Authority;
- Responsible for the supervision of all accounting employees;
- Work closely with other state agencies as required;
- To work cooperatively and cross-functionally with the operating divisions within the Authority;

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:

- A thorough knowledge of the complex principles and practices of accounting and auditing standards;
- The ability to identify, interpret, and implement evolving accounting guidelines, the ability to prepare and analyze financial statements or other financial documents;
- The ability to identify problems and work cooperatively with Authority staff; members of the public, and other state department and federal agencies;
- The ability to formulate and implement solutions efficiently;
- The ability to plan, develop, coordinate and supervise the work of a staff engaged in performing departmental fiscal accounting and administrative tasks;
- The ability to effectively lead special projects as directed;
- Knowledge of data processing systems; a thorough knowledge of the principles and practices of business administration;
- Skill in interpersonal relations to maintain effective working relationships with employees, Executive Leadership, State of Rhode Island Agency Personnel, the General Assembly;
- Knowledge of office methods and procedure analysis and the ability to apply such knowledge.

Basic Knowledge:

Such as may have been gained through: possession of a Master's degree from a college of recognized standing with a specialization in accounting or a professional designation of Certified Public Accountant CPA; and

Experience:

Such as may have been gained through employment in a highly responsible role in the field of accounting or auditing

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

Supervisory Responsibility:

Accounting Supervisor
Accounting Clerk
Payroll Manager
Payroll Clerk