

RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY
Job Description

Job Title: Accounting Manager
Department: Finance
Reports To: Chief Financial Officer
FLSA Status: Exempt

The Accounting Manager is responsible for all areas relating to financial reporting. This position maintains accounting principles, practices, and procedures to ensure accurate and timely financial statement preparation. The position addresses a multitude of accounting activities including general ledger preparation, accounts payable, financial reporting, year-end audit preparation and the support of budget and forecasting activities. The Accounting Manager will interact with senior level employees and requires strong interpersonal communication skills, both written and verbal. The ideal candidate will be team oriented and self-motivated and demonstrate an ability to communicate effectively with a wide range of individuals and groups.

Essential Duties and Responsibilities

- Responsible for all financial transactions and maintenance of the general ledger, recording of expenses and revenues
- Coordinate the accurate completion of all reconciled bank statements and all adjusting entries
- Prepare all Financial Reports for monthly board meeting.
- Complete month and year end close
- Prepare year-end financial statements and supporting schedules for audit
- Assist in the creation and compiling of all audit information and schedules
- Manage and comply with local, state, and federal government reporting requirements
- Complete reciprocity data to facilitate exchange of revenues with other IAG (E-ZPass) agencies
- Maintain financial records of RITBA Foundation
- Prepare financial analyses, reports and special projects as directed by the CFO
- Other duties as needed

Required Knowledge and Skills

- Bachelors of Science in Accounting, CPA, MBA helpful with a minimum of five years' experience
- Governmental and construction environment preferred
- Proficiency in Microsoft Office
- Knowledge of Microsoft Dynamics, Great Plains and FAS software
- Experience in tolling industry (EZ Pass) a plus
- Assist with procurement and bid awards

- Strong verbal and written communication skills
- Possess a high ethical and moral character as privileged access to confidential data will be an essential component of the job function
- Excellent analytical skills
- Must be able to organize and prioritize work, be proactive, work independently, be self-directed and self-motivated
- Expert problem-solving skills understanding the importance of timely resolution and follow-through

Salary Range: 70 – 85K depending on experience

Application Procedure

Please send cover letter and resume to:

- Marianne Durgin, Executive Assistant to the Director
Rhode Island Turnpike and Bridge Authority, PO Box 437,
Jamestown, RI 02835
- Or electronically to: MDurgin@ritba.org
- For questions please call: 401-423-0800
- Closing Date: Open Until Filled

The RITBA is an Affirmative Action/Equal Opportunity Employer