

## **Staff Accountant**

The primary purpose of this position is to provide support to the Authority in the areas of financial accounting, budgeting, and reporting. Under the supervision of the Assistant Controller, the incumbent is responsible for analyzing general ledger accounts, reconciling financial data, preparing journal entries, journaling and reconciling fixed assets, preparing financial reports, assisting with the annual budget and supporting the month-end closing process. As well posting monthly, quarterly, & yearly accruals and preparing various schedules/reports in connection with external and internal audits.

### **Education and Experience Requirements:**

Bachelor's degree in accounting is required. 2 years of experience in accounting is required. Requires proficiency with Microsoft Excel and strong time management, analytical, communication and interpersonal skills. Knowledge of GAAP (generally accepted accounting principles). Strong written and oral communication skills. Ability to manage multiple projects simultaneously. Strong organizational and analytical skills. Strict attention to detail. Possess excellent time management and interpersonal skills.

Excellent benefits package, including 401(k); immediate vesting.

To apply, please submit your resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=225708&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=225708&source=CC2&lang=en_US)

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