

NOTICE OF EMPLOYMENT OPPORTUNITY

Senior Accountant Accounting Corporate Center

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting or Finance required. Certified Public Accountant (CPA) certification is preferred. Must possess a minimum of 5 years of progressive accounting experience in public accounting, auditing, or general accounting, including three (3) years of supervisory experience. Prior Fixed Assets experience preferred. Proficient in Word and Excel and prior experience working with computerized financial packages. Experience with JD Edwards is strongly preferred. Must have excellent analytical and problem-solving abilities and the ability to identify and define accounting and internal control issues and propose appropriate solutions. Strong mathematical skills are required. Excellent verbal, written and interpersonal communication skills are required. Must have excellent organizational skills with proven ability to manage multiple projects simultaneously and prioritize effectively.

NOTE: Selection will be based on an evaluation of applicants' training, skills and experience.

DUTIES: Responsible for assigned monthly close duties, including preparing and reviewing journal entries, ensuring steps in the close timeline are completed timely, reviewing financial statements and preparing related analyses, identifying areas requiring follow up and carrying out such follow up within a short timeline. Responsible for preparation of general ledger account reconciliations, including analyzing financial data to ensure the accuracy of accounting records. For assigned accounts, prepares summary account reconciliations documenting the nature and propriety of balances and activity by assigned monthly due dates. Responsible for identifying and resolving reconciling items in a timely manner. Continuously reviews processes to identify opportunities for improvements in effectiveness and/or efficiency. Proposes and implements improvements to documentation and processes. Utilizes JD Edwards accounting and other systems to facilitate analyses and problem solving. Analyzes integrity reports related to assigned accounts and resolves any exception items. For assigned areas, develops appropriate knowledge of the terms and conditions of the Authority's vendor contracts in order to ensure compliance with such contracts and proper accounting for contract activities. Ensures compliance with Generally Accepted Accounting Principles (GAAP) and principles of the Governmental Accounting Standards Board (GASB). Prepares schedules for the annual audit and assists in preparation of year-end audited financial statements and related footnotes. Will provide leadership, direction, management, training and supervision to accounting staff, including establishing goals and evaluating performance. Creates new reports using JD Edwards report writing tools for analysis and for responding to information and report requests from user departments. Prepares and maintains process documentation of all accounting & administrative processes assigned and updates such documentation on an ongoing basis. Performs other job duties as assigned.

PLEASE email ALL RESUMES; HR@MPEA.COM

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"EQUAL OPPORTUNITY EMPLOYER"